

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
James town
Jonesville
Kernersville
King
Lewisville
Lexington
Liberty
Madison
Mayodan
Mebane
Midway
Mocksville
Mount Airy
Mt. Gil ead
Oak Ridge
Pilot Mountain
Pleasant Garden
Ramseur
Randleman
Reidsville
Rural Hall
Seagrove
Sedalia
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 2, 2018

12:00 noon

PTRC Headquarters

1398 Carrollton Crossing Drive

Kernersville, NC 27284

Item

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.

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

B. Presentation: Projected Revenues

C. Action Items

- 1) Request for approval of April 4, 2018 PTRC Executive Committee Minutes (attachment)**
- 2) Request to adjust the Assignment of Classifications to Grades**
- 3) Request for authorization to appoint PTRC's Board of Delegates members or their designee to serve as members of the WFD Job Training Consortium**

D. Executive Director's Report

E. Old Business

Official

Katie Mitchell
Clerk to the Board

Steve Yokeley
Chair

Robin Shelton
Finance Director

Steve Yokeley
Chair

Matt Reece
Assistant Director

Wendy Walker-Fox
WFD Director

Matthew Dolge
Executive Director

Steve Yokeley
Chair

F. New Business

Steve Yokeley
Chair

1) NCARCOG/ The Forum Update

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.

Steve Yokeley
Chair

H. Chairman's Remarks and Announcements

Steve Yokeley
Chair

1) PTRC Executive Committee Meeting

Wednesday, June 6, 2018 11:45 a.m.

**Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284**

2) PTRC Board of Delegates Meeting

Wednesday, June 20, 2018 12:00

**Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284**

3) 2018 PTRC Meeting Dates *(attached)*

I. Informational Item

a. NC Community Action Association Letter

b. Save the Date: Legislative Day- Wednesday, May 30th in Raleigh, NC

ACTION ITEM 2

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

TO: PTRC Executive Committee
FROM: Matt Reece, Assistant Director
DATE: May 2, 2018
RE: Request to adjust the Assignment of Classifications to Grades.

The compensation plan used by the PTRC was adopted by the Board of Delegates in 2011. The last changes requested were in May 2016 adjusting the pay plan structure. In February of 2017 classifications were changed to support the Workforce Program re-organization. Competition in the Piedmont Triad labor market has continued with unemployment reaching 15 year lows. PTRC has had increasing difficulty recruiting and retaining our first choice employees. At the March Manager's meeting the conditions of the labor market were evident. 75% of the managers that were present planned to recommend salary increases, with rates ranging from 2% to 5%. This is the highest change noted in twelve years.

Therefore, we request two adjustments in the assignment of classifications to grades and the compensation plan. The first request is to adjust the pay ranges 2.5% and the second request is to adjust the assignment of some classes to higher grades. These requests are detailed in the following tables 1, 2, 3 and 4.

Table 1: Requested new classes*, title changes†, and assignments of grade‡:

Grade	HRIS Title	Minimum	Pay Target	Maximum
19	Workforce Program Specialist*	40,102.40	52,131.04	64,161.76
32	Area Agency on Aging Director‡	75,618.40	98,304.96	120,989.44
32	Criminal Justice Prg Director‡	75,618.40	98,304.96	120,989.44
32	Finance Director‡	75,618.40	98,304.96	120,989.44
32	Housing Program Director‡	75,618.40	98,304.96	120,989.44
32	Regional Planning Director‡	75,618.40	98,304.96	120,989.44
32	Workforce Program Director‡	75,618.40	98,304.96	120,989.44
34	Assistant Director	83,370.56	108,378.40	133,390.40

Also requested is the omission of the unused and obsolete classifications of Weatherization Prg Director.

The Executive Director concurs and recommends the adoption of these changes to the PTRC pay plan. For your reference, the proposed assignment of classifications to salary grades is enclosed with the proposed changes incorporated.

(Continued next page)

ACTION ITEM 2 CONTINUED

Table 2. Assignment of Classes to Salary Grades (Annual salary based on 2,080 hours)

Grade	HRIS Title	Minimum	Developmental Increase	Pay Target	Maximum
9	General Staff	\$15,080.00			\$31,200.00
9	Intern	\$15,080.00			\$31,200.00
9	Mobile Unit Operator	\$15,080.00			\$31,200.00
12	Office Assistant	\$28,500.16	\$1,068.60	\$37,048.96	\$45,599.84
14	Housing Specialist I	\$31,420.48	\$1,178.32	\$40,847.04	\$50,273.60
14	Program Assistant	\$31,420.48	\$1,178.32	\$40,847.04	\$50,273.60
15	Accounting Technician I	\$32,992.96	\$1,237.08	\$42,889.60	\$52,786.24
15	WX Program Asst Lead	\$32,992.96	\$1,237.08	\$42,889.60	\$52,786.24
16	Maintenance Technician	\$34,640.32	\$1,299.22	\$45,034.08	\$55,425.76
17	Accounting Technician II	\$36,375.04	\$1,363.70	\$47,284.64	\$58,196.32
17	Aging MIS Specialist	\$36,375.04	\$1,363.70	\$47,284.64	\$58,196.32
17	Clerk to the Board	\$36,375.04	\$1,363.70	\$47,284.64	\$58,196.32
17	HR Specialist	\$36,375.04	\$1,363.70	\$47,284.64	\$58,196.32
17	Workforce Executive Assistant	\$36,375.04	\$1,363.70	\$47,284.64	\$58,196.32
18	Housing Inspector	\$38,192.96	\$1,432.08	\$49,649.60	\$61,108.32
18	Housing Rehab Specialist	\$38,192.96	\$1,432.08	\$49,649.60	\$61,108.32
18	Housing Specialist II	\$38,192.96	\$1,432.08	\$49,649.60	\$61,108.32
18	WeatherizationInspectorAuditor	\$38,192.96	\$1,432.08	\$49,649.60	\$61,108.32
19	Contracts Accountability Spec	\$40,102.40	\$1,503.58	\$52,131.04	\$64,161.76
19	District Resource Center Coord	\$40,102.40	\$1,503.58	\$52,131.04	\$64,161.76
19	Workforce Program Specialist	\$40,102.40	\$1,503.58	\$52,131.04	\$64,161.76
20	Aging Program Planner	\$42,107.52	\$1,578.98	\$54,739.36	\$67,371.20
20	Family Caregiver Support Spec	\$42,107.52	\$1,578.98	\$54,739.36	\$67,371.20
20	Housing Grants Coordinator	\$42,107.52	\$1,578.98	\$54,739.36	\$67,371.20
20	Housing Sr Rehab Specialist	\$42,107.52	\$1,578.98	\$54,739.36	\$67,371.20
20	Long Term Care Ombudsman	\$42,107.52	\$1,578.98	\$54,739.36	\$67,371.20
20	Management Analyst	\$42,107.52	\$1,578.98	\$54,739.36	\$67,371.20
20	Pretrial Release Coordinator	\$42,107.52	\$1,578.98	\$54,739.36	\$67,371.20
20	Regional Planner I	\$42,107.52	\$1,578.98	\$54,739.36	\$67,371.20
20	Weatherization IA Lead	\$42,107.52	\$1,578.98	\$54,739.36	\$67,371.20
20	Workforce Business Svcs Coord	\$42,107.52	\$1,578.98	\$54,739.36	\$67,371.20
20	Workforce Program Coordinator	\$42,107.52	\$1,578.98	\$54,739.36	\$67,371.20
21	Accountant	\$44,210.40	\$1,658.28	\$57,476.64	\$70,740.80
21	Strategic Initiatives Coord	\$44,210.40	\$1,658.28	\$57,476.64	\$70,740.80
21	Weatherization Prg Supervisor	\$44,210.40	\$1,658.28	\$57,476.64	\$70,740.80
22	Long Term Care Sr Ombudsman	\$46,421.44	\$1,741.22	\$60,351.20	\$74,276.80

ACTION ITEM 2 CONTINUED

Grade	HRIS Title	Minimum	Developmental Increase	Pay Target	Maximum
22	Project Reentry Coordinator	\$46,421.44	\$1,741.22	\$60,351.20	\$74,276.80
22	Regional Planner II	\$46,421.44	\$1,741.22	\$60,351.20	\$74,276.80
23	Accountant Senior	\$48,744.80	\$1,827.80	\$63,367.20	\$77,991.68
24	Special Projects Manager	\$51,180.48	\$1,919.32	\$66,535.04	\$81,889.60
24	Workforce Projects Manager	\$51,180.48	\$1,919.32	\$66,535.04	\$81,889.60
25	ED Program Administrator	\$53,740.96	\$2,015.26	\$69,863.04	\$85,983.04
25	Information Data Svcs Manager	\$53,740.96	\$2,015.26	\$69,863.04	\$85,983.04
25	Regional Planner Senior	\$53,740.96	\$2,015.26	\$69,863.04	\$85,983.04
25	Workforce Program Manager	\$53,740.96	\$2,015.26	\$69,863.04	\$85,983.04
27	Regional Planning Assist Dir	\$59,248.80	\$2,221.70	\$77,022.40	\$94,798.08
28	AAA Assistant Director	\$62,212.80	\$2,332.72	\$80,874.56	\$99,538.40
28	Finance Assistant Director	\$62,212.80	\$2,332.72	\$80,874.56	\$99,538.40
28	IT Manager	\$62,212.80	\$2,332.72	\$80,874.56	\$99,538.40
32	Area Agency on Aging Director	\$75,618.40	\$2,835.82	\$98,304.96	\$120,989.44
32	Criminal Justice Prg Director	\$75,618.40	\$2,835.82	\$98,304.96	\$120,989.44
32	Finance Director	\$75,618.40	\$2,835.82	\$98,304.96	\$120,989.44
32	Housing Program Director	\$75,618.40	\$2,835.82	\$98,304.96	\$120,989.44
32	Regional Planning Director	\$75,618.40	\$2,835.82	\$98,304.96	\$120,989.44
32	Weatherization Prg Director	\$75,618.40	\$2,835.82	\$98,304.96	\$120,989.44
32	Workforce Program Director	\$75,618.40	\$2,835.82	\$98,304.96	\$120,989.44
34	Assistant Director	\$83,370.56	\$3,125.98	\$108,378.40	\$133,390.40

ACTION ITEM 2 CONTINUED

Table 3: Salary Table

Salary Grade	Minimum	Pay Target	Maximum	Developmental Increase	Min Hourly	Pay Target Hourly	Max Hourly	DI Hourly	20 Hour DI	30 Hour DI
9	15,080.00		31,200.00		7.250		15.000			
10	25,850.24	33,604.48	41,360.80	969.28	12.428	16.156	19.885	0.466	484.64	726.96
11	27,141.92	35,285.12	43,428.32	1,017.90	13.049	16.964	20.879	0.489	508.95	763.43
12	28,500.16	37,048.96	45,599.84	1,068.60	13.702	17.812	21.923	0.514	534.30	801.45
13	29,924.96	38,902.24	47,879.52	1,122.16	14.387	18.703	23.019	0.540	561.08	841.62
14	31,420.48	40,847.04	50,273.60	1,178.32	15.106	19.638	24.170	0.567	589.16	883.74
15	32,992.96	42,889.60	52,786.24	1,237.08	15.862	20.620	25.378	0.595	618.54	927.81
16	34,640.32	45,034.08	55,425.76	1,299.22	16.654	21.651	26.647	0.625	649.61	974.42
17	36,375.04	47,284.64	58,196.32	1,363.70	17.488	22.733	27.979	0.656	681.85	1,022.78
18	38,192.96	49,649.60	61,108.32	1,432.08	18.362	23.870	29.379	0.689	716.04	1,074.06
19	40,102.40	52,131.04	64,161.76	1,503.58	19.28	25.063	30.847	0.723	751.79	1,127.69
20	42,107.52	54,739.36	67,371.20	1,578.98	20.244	26.317	32.390	0.759	789.49	1,184.24
21	44,210.40	57,476.64	70,740.80	1,658.28	21.255	27.633	34.010	0.797	829.14	1,243.71
22	46,421.44	60,351.20	74,276.80	1,741.22	22.318	29.015	35.710	0.837	870.61	1,305.92
23	48,744.80	63,367.20	77,991.68	1,827.80	23.435	30.465	37.496	0.879	913.90	1,370.85
24	51,180.48	66,535.04	81,889.60	1,919.32	24.606	31.988	39.370	0.923	959.66	1,439.49
25	53,740.96	69,863.04	85,983.04	2,015.26	25.837	33.588	41.338	0.969	1,007.63	1,511.45
26	56,428.32	73,355.36	90,284.48	2,115.88	27.129	35.267	43.406	1.017	1,057.94	1,586.91
27	59,248.80	77,022.40	94,798.08	2,221.70	28.485	37.030	45.576	1.068	1,110.85	1,666.28
28	62,212.80	80,874.56	99,538.40	2,332.72	29.910	38.882	47.855	1.122	1,166.36	1,749.54
29	65,322.40	84,918.08	104,515.84	2,449.46	31.405	40.826	50.248	1.178	1,224.73	1,837.10
30	68,588.00	89,165.44	109,740.80	2,572.18	32.975	42.868	52.760	1.237	1,286.09	1,929.14
31	72,015.84	93,622.88	115,227.84	2,700.88	34.623	45.011	55.398	1.299	1,350.44	2,025.66
32	75,618.40	98,304.96	120,989.44	2,835.82	36.355	47.262	58.168	1.363	1,417.91	2,126.87
33	79,399.84	103,217.92	127,038.08	2,977.26	38.173	49.624	61.076	1.431	1,488.63	2,232.95
34	83,370.56	108,378.40	133,390.40	3,125.98	40.082	52.105	64.130	1.503	1,562.99	2,344.49
35	87,538.88	113,796.80	140,060.96	3,282.24	42.086	54.710	67.337	1.578	1,641.12	2,461.68

Note: Developmental increases are contingent upon individual employee performance. Developmental increases are applied as a flat dollar amount and the value of that amount ranges from 3.75% at minimum, to 2.88% at pay target, and averages 3.32% over the calculated eight year implementation period.

ACTION ITEM 2 CONTINUED

Table 4: Market rate test of core multiple incumbent benchmark classes

Classification	# of EES	Salary Grade	PTRC Average Pay	Market Actual Average	PTRC Average To Market Score
Program Assistant	5	14	31,677	34,633	91%
Accounting Technician II	2	17	40,439	42,121	96%
Housing Inspector & Rehab Specialist	3	18	39,971	48,120	83%
Aging Program Planner	4	20	46,310	45,853	101%
Long-Term Care Ombudsman	5	20	45,912	45,853	100%
Pre-Trial Release Coordinator	3	20	46,196	49,121	94%
Weatherization Inspector / Auditor	4	18	40,936	43,920	93%
Regional Planner II	2	22	48,699	56,338	86%
Directors	6	32	83,397	99,621	84%

ACTION ITEM 3

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Wendy Walker-Fox, Workforce Development Director
DATE: May 2, 2018
RE: Job Training Consortium Member Appointments

Piedmont Triad Regional Council’s Workforce Development Department requests the appointment of PTRC’s Board of Delegate Members to also serve as members of the Job Training Consortium.

The Job Training Consortium is a seven county group comprised of local elected officials from Caswell, Davie, Forsyth, Rockingham, Stokes, Surry and Yadkin Counties, along with a representative from the City of Winston-Salem. These individuals are selected by each member and are responsible for certain Workforce Development programs in the area through a written agreement with the Governor. The Governor is represented by the State of North Carolina Department of Commerce – Division of Workforce Solutions. Additionally, this group selects the administrative/fiscal agent for Workforce Development Funds.

All meetings are open to the public and we welcome all interested parties to attend. However to facilitate ease of meetings and to make better use of resources the recommendation is being made that members of the Piedmont Triad Regional Council’s Board of Delegates also serve as members of the Workforce Development Job Training Consortium.

The County Commissioners listed below are those currently designated from your respective county to serve on the Job Training Consortium and those who serve on the Board of Delegates. The Consortium members meet periodically to discuss the direction of the federal and state programs under their guidance.

Current Consortium Members	Representing	PTRC Board of Delegate Members
Sterling Carter	Caswell County	Nate Hall
Terry Renegar	Davie County	John Ferguson
Gloria Whisenhunt	Forsyth County	Fleming El-Amin
Allen Joines	City of Winston Salem	Evan Raleigh
Mark Richardson	Rockingham County	Mark Richardson
Gary Tilley	Surry County	Van Tucker
Ernest Lankford CEO Job Training Consortium	Stokes County	Ernest Lankford
David Moxley	Yadkin County	Kevin Austin

ACTION REQUESTED: Support of the recommendation to appoint PTRC’s Board of Delegates members or their designee to serve as members of the Workforce Development Job Training Consortium.

INFORMATIONAL ITEM



4428 Louisburg Road
Suite 101
Raleigh, NC 27616

Phone: 919.790.5757
Fax: 919.790.5767
www.nccaa.net

April 18, 2018

Matthew Dolge
Executive Director
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284

Dear Mr. Dolge:

We have reviewed the information provided to us in your letter dated April 10, 2018 regarding the disbursing of Duke Energy's Helping Home Funds to related parties of your agency. Our response/recommendations follow:

- Case #1 – We have reviewed our records and affirm that the actions taken by PTRC are sufficient to approve reimbursement of the eligible services from the Helping Home Fund.
- Case #2 – We have reviewed our records and affirm that the actions taken by PTRC are sufficient to approve reimbursement of the eligible services from the Helping Home Fund
- Case #3 – We have reviewed this case and feel that funds should be reimbursed to the Helping Home Fund as these should be disallowed. We do show a discrepancy from the funding provided. I have detailed our records of reimbursements made to PTRC:

Check #1015200 \$2,477.52 in payment of:	Project 5550 Appliance: Dryer	\$518.85
	Project 4516 Range	\$427.27
	Project 3981 Appliance: Refrigerator	\$774.48
	Project 1674 Hot Water Heater	\$756.92

Check #10472500 \$658.71 in payment of	Project 7092 Appliance: Washer	\$658.71
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Total Disbursements for this case: \$3,136.23

Please make your refund payment payable to North Carolina Community Action Association HHF.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel", is written over the word "Sincerely,".

Joel Groce, Director of Finance and Administration

C: Deborah Hill, Lockheed Martin
Michael Blair, PTRC

Meeting Dates 2018

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 7, 2018	February 21, 2018 -cancelled
March 7, 2018	March - none
April 4, 2018	April 18, 2018
May 2, 2018	May - none
June 6, 2018	June 20, 2018
July - none	July - none
August 1, 2018	August 15, 2018
September 5, 2018	September - none
October 3, 2018	October 17, 2018
November 7, 2018	November - none
December 5, 2018	December 19, 2018