

MEMBERS

Counties

Alamance
Caswell
Davidson
Davie
Forsyth
Montgomery
Randolph
Rockingham
Stokes
Surry
Yadkin

Municipalities

Archdale
Asheboro
Bermuda Run
Bethania
Biscoe
Boonville
Burlington
Clemmons
Coolesburg
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
Mooresville
Mebane
Midway
Mocksville
Mount Airy
Mt. Gilboa
Oak Ridge
Pilot Mountain
Pleasant Garden
Ramsour
Randleman
Reidsville
Rural Hall
Seagrove
Staley
Stokesdale
Stoneville
Summerfield
Thomasville
Tobaccoville
Trinity
Tryon
Village of Alamance
Walkertown
Walnut Cove
Wentworth
Whitsett
Winston-Salem
Yadkinville
Yanceyville



PIEDMONT TRIAD REGIONAL COUNCIL

BOARD OF DELEGATES

A-G-E-N-D-A

PAUL J. CIENER BOTANICAL GARDENS
215 S. MAIN STREET
KERNERSVILLE, NC

APRIL 18, 2012
12:00 NOON

WELCOME INVOCATION PLEDGE

APPROVAL OF MINUTES

- Request for approval of February 15, 2012, PTRC Board of Delegates' Minutes

A. PRESENTATIONS

1. "Focus on Members – Davidson County", by Guy Cornman, Davidson County Planning and Zoning Director
2. "2010 Urban Area Boundaries and the impact to transportation planning in the Triad", Hanna Cockburn, PTRC Regional Planning Programs Manager

B. ACTION ITEM

1. Request for approval of proposed changes to PTRC Bylaws, by Darrell Frye, PTRC Chair (*attachment*)

C. CONSENT ITEMS

1. Request for approval of budget revisions for FY 2011-2012 PTRC Budget, by Robin Shelton, PTRC Finance Director (*attachment*)
2. Request for authorization to submit the Fiscal Year 2012-2013 Aging Funding Plan and to enter into contracts with the North Carolina Division of Aging and Adult Services, county governments, and service providers for the grant period July 1, 2012 – June 30, 2013, by Blair Barton-Percival, Assistant Director, PTRC Area Agency on Aging (*attachment*)
3. Request for authorization to apply for Weatherization Assistance Program Grant Application, Paul Kron, PTRC Regional Planning Director (*attachment*)

D. EXECUTIVE DIRECTOR'S REPORT

- Office Space Update, by Matthew Dolge, PTRC Executive Director

E. OLD BUSINESS

F. NEW BUSINESS

G. INFORMATIONAL ITEMS

H. CHAIRMAN'S REMARKS AND ANNOUNCEMENTS

- **May PTRC Executive Committee meeting – Wednesday, May 2, 2012, 12 Noon**, Paul J. Ciener Botanical Gardens, 215 S. Main Street, Kernersville, NC
- **June PTRC Executive Committee meeting – Wednesday, June 6, 2012, 12 Noon**, Paul J. Ciener Botanical Gardens, 215 S. Main Street, Kernersville, NC
- **June PTRC Board of Delegates meeting – Wednesday, June 20, 2012, 12:00 Noon**, Paul J. Ciener Botanical Gardens, 215 S. Main Street, Kernersville, NC

I. ADJOURNMENT

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

TO: PTRC Board of Delegates
FROM: Darrell Frye, PTRC Chair
DATE: April 12, 2012
RE: Request for approval of proposed changes to PTRC Bylaws
ITEM #: A1

At the direction of Chair Darrell Frye and with the consensus of the PTRC Executive Committee, the following changes are requested to the PTRC Bylaws:

- Adding four additional Executive Committee members to serve on the nominating committee to recommend a slate of officers for the coming year.
- Adding Immediate Past Chair to serve on the nominating committee.
- Adding the position of Secretary to slate of PTRC officers.

We are requested the approval of the proposed changes to the PTRC Bylaws as presented.

Section 1. Officer Positions

The officers of the Piedmont Triad Regional Council shall consist of a Chair, Vice-Chair, Treasurer, and Secretary, all of whom are to be selected from among the Council members. Immediate Past Chair will serve as an ex-officio member of the nominating committee.

Section 2. Annual Election of Officers

The current officers, along with four additional Executive Committee members appointed by the Chair, will present a proposed slate of officers to the Executive committee for their approval. The Executive Committee will present their nominations annually at the regular December meeting, which shall be considered the annual meeting of the Council.

Section 3. Terms

The officers shall serve for one year or until their successors have been duly elected. If the Chair is a Delegate of a county government, the Vice-Chair must be a Delegate of a municipal government and vice versa. The Chair and Vice-Chair must come from different counties. An officer may not serve more than two consecutive one-year terms in the same office. Eligibility to hold a Council office shall be a minimum of one year as a Council Delegate.

Section 4. Duties of Officers

- A. The Chair shall preside at all meetings of the Council and shall conduct meetings in an orderly and impartial manner so as to permit a free and full discussion by the Delegates of such matters as may be brought to the Council. The Chair shall have the same voting rights as other Delegates. The Chair may appoint such advisory committees as he/she finds to be necessary or desirable.
- B. The Vice-Chair shall perform all the duties of the Chair in the absence of the Chair, or in the event of the inability of the Chair to act, and shall perform such other duties as the Council may delegate.
- C. The Treasurer shall review the financial transactions of the Council, including the audit, prior to the audit's presentation to Delegates, and shall perform such other duties as may be prescribed by the Council or by the Chair.
- D. The Secretary shall review all minutes of the Council, and shall perform such other duties as may be prescribed by the Council or the Chair.

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

TO: PTRC Board of Delegates
FROM: Robin Shelton, PTRC Finance Director
DATE: April 12, 2012
RE: Request for approval of budget revisions for FY 2011-2012 PTRC budget
ITEM #: B1

The Piedmont Triad Regional Council's budget is proposed to be increased by \$2,151,794. This is primarily due to changes in projected revenue from State and Federal sources. The following pages; Analysis of PRTC 06/30/12 Budget, the Budget Ordinance, and Total Budget (Funds 001, 002, and 003) detail the proposed budget revisions.

Staff recommends adoption of the budget revisions to recognize \$2,151,794 in additional revenue and make other changes as detailed.

**PIEDMONT TRIAD REGIONAL COUNCIL
TOTAL BUDGET (FUNDS 001, 002 & 003)
7/1/11 to 6/30/12**

EXPENDITURES

| | |
|---|------------|
| Salaries | 4,167,596 |
| Part time Salaries - No Benefits | 83,019 |
| Participant Salaries | 456,190 |
| Fringe Benefits (30.5%) | 1,271,119 |
| Participant FB | 34,899 |
| Operating Expenses | 6,037,218 |
| Participant Costs | 567,997 |
| Indirect Cost (40%) | 0 |
| Housing Asst Payments | 3,635,570 |
| Subcontracts | 11,847,110 |
| Capital Equipment | 70,000 |
| Fringe Benefit Alloc Part Time (7.65%) | 6,351 |
| | (1) |
| TOTAL EXPENDITURES: | 28,177,068 |

REVENUES

| | |
|--|------------|
| Federal | 19,527,330 |
| State | 6,299,628 |
| Appropriated Fund Balance | 274,361 |
| Dues | 626,305 |
| Interest | 14,000 |
| Local Project Fees and Local Grants | 1,435,444 |
| TOTAL REVENUES: | 28,177,068 |

Difference (0)

**PIEDMONT TRIAD REGIONAL COUNCIL
BUDGET ORDINANCE 2011-2012
June 20, 2011**

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, 2011 and ending June 30, 2012 in accordance with the Chart of Accounts heretofore established for PTRC:

| | |
|---|------------------|
| General / Council | \$ 60,000 |
| TOTAL GENERAL FUND APPROPRIATION | \$ 60,000 |

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2011 and ending June 30, 2012:

| | |
|--|------------------|
| Fund Balance | \$ 21,753 |
| COG Dues | \$ 28,247 |
| Interest | \$ 10,000 |
| TOTAL GENERAL FUND ESTIMATED REVENUES | \$ 60,000 |

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, 2011 and ending June 30, 2012 in accordance with the Chart of Accounts heretofore established for PTRC:

| | |
|--|----------------------|
| Appalachian Regional Commission 302(a) | \$ 177,300 |
| NC Dept of Adm./State Eco. Dev. Funds | \$ 21,449 |
| Aging & Home & Community Care Block Grant | \$ 13,471,684 |
| Section 8 Housing Assistance Programs | \$ 4,190,054 |
| NC Dept of Commerce/ ARC Housing TA, Water Related TA , | \$ 27,500 |
| HOME & SFR | \$ 187,286 |
| NC Dept of Commerce/ CDBG | \$ 7,000 |
| NC Dept of Transportation/ Rural Transportation Planning | \$ 325,308 |
| Corporation for National Service (RSVP) | \$ 175,995 |
| Crime Control / Pre-Trial Projects / Re-entry Projects | \$ 460,523 |
| NC Dept of Environment and Natural Resources / Water Project | \$ 206,309 |
| HUD-PART Sustainability | \$ 362,000 |
| Workforce Investment Act / Service Corp/Economic Stimulus | \$ 6,804,821 |
| TOTAL GRANT PROJECT APPROPRIATION | \$ 26,417,229 |

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, 2011 and ending June 30, 2012:

| | |
|---|----------------------|
| Federal Grants | \$ 19,527,330 |
| State Grants | \$ 6,299,628 |
| Appropriated Fund Balance | \$ 59,089 |
| Dues | \$ 395,399 |
| Interest | \$ 4,000 |
| Local Projects & Fees | \$ 131,783 |
| TOTAL GRANT PROJECT ESTIMATED REVENUES | \$ 26,417,229 |

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, 2011 ending June 30, 2012 in accordance with the Chart of Accounts heretofore established for PTRC:

| | |
|--|---------------------|
| Northwest Piedmont Development Corp | \$ 135,000 |
| Upper Cape Fear | \$ 22,600 |
| Misc. Criminal Justice Programs | \$ 354,281 |
| Aging Local Projects | \$ 107,000 |
| GIS / Water Local Projects | \$ 94,080 |
| WFD Local Projects | \$ 303,350 |
| Local Technical Assistance Projects and Planning | \$ 546,895 |
| Housing Local Projects | \$ 8,000 |
| Misc. Local Projects | \$ 128,633 |
| TOTAL LOCAL PROJECTS APPROPRIATION | \$ 1,699,839 |

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, 2011 and ending June 30, 2012:

| | |
|---|---------------------|
| APPROPRIATED FUND BALANCE | \$ 193,519 |
| COG DUES | \$ 230,906 |
| INTEREST | \$ - |
| LOCAL PROJECT FUND FEES | \$ 1,303,661 |
| TOTAL LOCAL PROJECT ESTIMATED REVENUES | \$ 1,728,086 |

TOTAL APPROPRIATIONS \$ 28,177,068

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.

ANALYSIS OF PTRC 6/30/2012 BUDGET

| | 7/1/11 to 6/30/11 Original Budget | Increase / (Decrease) | 7/1/10 to 6/30/11 Revised 1 Budget |
|---|--------------------------------------|--------------------------|---------------------------------------|
| FUND 001 | | | |
| Appalachian Regional Commission 302(a) | 124,341 | 52,959 | 177,300 |
| NC Dept of Adm./State Eco. Dev. Funds | 10,000 | 11,449 | 21,449 |
| Aging & Home & Community Care Block Grant | 12,409,431 | 1,062,253 | 13,471,684 |
| Section 8 Housing Assistance Programs | 4,190,054 | - | 4,190,054 |
| NC Dept of Commerce/ ARC Housing TA, Water Related TA , Tech TA | - | 27,500 | 27,500 |
| HOME/SFR | 165,000 | 22,286 | 187,286 |
| NC Dept of Commerce/ CDBG | - | 7,000 | 7,000 |
| NC Dept of Transportation/ Rural Transportation Planning/USDOT/Gr | 238,572 | 86,736 | 325,308 |
| Corporation for National Service (RSVP) | 135,932 | 40,063 | 175,995 |
| Crime Control / Pre-Trial Projects / Re-entry Projects | 491,965 | (31,442) | 460,523 |
| NC Dept of Environment and Natural Resources / Water Projects | 254,907 | (48,598) | 206,309 |
| HUD-PART Sustainability | 362,000 | - | 362,000 |
| Workforce Investment Act / Service Corp/Economic Stimulus | 6,038,053 | 766,768 | 6,804,821 |
| FUND 002 | | | |
| Northwest Piedmont Development Corp | 135,000 | - | 135,000 |
| Upper Cape Fear | 22,600 | - | 22,600 |
| Misc. Criminal Justice Programs | 298,324 | 55,957 | 354,281 |
| Aging Local Projects | 107,453 | (453) | 107,000 |
| GIS / Water Local Projects | 96,473 | (2,393) | 94,080 |
| WFD Local Projects | 297,350 | 6,000 | 303,350 |
| Local Technical Assistance Projects and Planning | 502,579 | 44,316 | 546,895 |
| Housing Local Projects | 8,000 | - | 8,000 |
| Misc. Local Projects | 77,240 | 51,393 | 128,633 |
| FUND 003 | | | |
| General / Council | \$60,000 | \$0 | \$60,000 |
| TOTALS | 26,025,274 | 2,151,794 | 28,177,068 |

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

TO: PTRC Board of Delegates

FROM: Blair Barton-Percival, Assistant Director, PTRC Area Agency on Aging

DATE: April 12, 2012

RE: Request for authorization to submit the Fiscal Year 2012-2013 Aging Funding Plan and to enter into contracts with the North Carolina Division of Aging and Adult Services, county governments, and service providers for the grant period July 1, 2012 – June 30, 2013

ITEM #: B2

Each year the Piedmont Triad Regional Council (PTRC) receives federal and state funds to support county programming for adults 60+ and their caregivers. Attached for your review and approval are funding allocations for the following programs:

- Home and Community Care Block Grant (HCCBG)
- Legal Services

These funds are administered by the PTRC Area Agency on Aging (AAA) and are allocated to our 12 counties based on the North Carolina Intrastate Funding Formula (IFF). The formula, which is shown below, is weighted based on population with each county receiving a base of \$60,000.

| Weight | Variable |
|--------|----------------|
| 50% | 60+ population |
| 30% | 60+ poverty |
| 10% | 60+ rural |
| 10% | 60+ minority |

In the fall of 2012 the North Carolina Division of Aging and Adult Services will examine 2010 census data for the Intrastate Funding Formula (IFF), as well as, regional and county base funding and hold harmless policy.

Other funds administered by the PTRC AAA and allocated by county include:

- Older Americans Act Title IIIIE – Family Caregiver Support Program (FCSP)

The attached chart indicates Older Americans Act Title IIIIE (FCSP) funds for fiscal year 2012-2013 to our 12 counties. Due to differences in program administration, the AAA has allocated a \$5,000 base to all 12 counties to minimize the loss of funding by any one county.

I am requesting authorization to submit the Fiscal Year 2012-2013 Aging Funding Plan and to enter into contracts with the North Carolina Division of Aging and Adult Services, county governments, and service providers for the grant period July 1, 2012 – June 30, 2013.



**HOME AND COMMUNITY CARE BLOCK GRANT
FISCAL YEAR 2012-2013
FEDERAL/STATE ALLOCATION**

| County | FY 2011-2012 Allocation | FY 2012-2013 Allocation | Change |
|--------------------|----------------------------|----------------------------|-------------------|
| Alamance | \$ 850,708 | \$ 860,701 | \$ 9,993 |
| Caswell | \$ 254,871 | \$ 257,881 | \$ 3,010 |
| Davidson | \$ 956,715 | \$ 966,155 | \$ 9,440 |
| Davie | \$ 308,946 | \$ 311,266 | \$ 2,320 |
| Forsyth | \$ 1,786,809 | \$ 1,804,526 | \$ 17,717 |
| Guilford | \$ 2,294,538 | \$ 2,323,465 | \$ 28,927 |
| Montgomery | \$ 269,948 | \$ 272,624 | \$ 2,676 |
| Randolph | \$ 766,450 | \$ 774,473 | \$ 8,023 |
| Rockingham | \$ 672,900 | \$ 680,820 | \$ 7,920 |
| Stokes | \$ 330,026 | \$ 332,879 | \$ 2,853 |
| Surry | \$ 598,269 | \$ 602,988 | \$ 4,719 |
| Yadkin | \$ 307,579 | \$ 309,981 | \$ 2,402 |
| TOTAL HCCBG | \$ 9,397,759 | \$ 9,497,759 | \$ 100,000 |

**LEGAL SERVICES
FISCAL YEAR 2012-2013
FEDERAL/STATE ALLOCATION**

| Agency | FY 2011-2012 Allocation | FY 2012-2013 Allocation |
|--------------------|----------------------------|----------------------------|
| Legal Aide of NC | \$ 68,905 | \$ 68,905 |
| Davie Co. Sr. Svs. | \$ 4,271 | \$ 4,271 |
| YVEDDI | \$ 10,984 | \$ 10,984 |
| TOTAL LEGAL | \$ 84,160 | \$ 84,160 |

**TITLE III-E FAMILY CAREGIVER SUPPORT PROGRAM
FISCAL YEAR 2012-2013
FEDERAL/STATE ALLOCATION**

| County | FY2011-2012 ALLOCATION | FY2012-2013 Allocation | Change |
|-------------------|-----------------------------------|-----------------------------------|---------------|
| Alamance | \$ 37,616 | \$ 37,990 | \$ 374 |
| Caswell | \$ 12,354 | \$ 10,172 | \$ (2,182) |
| Davidson | \$ 40,757 | \$ 40,611 | \$ (146) |
| Davie | \$ 18,500 | \$ 15,135 | \$ (3,365) |
| Forsyth | \$ 61,500 | \$ 79,857 | \$ 18,357 |
| Guilford | \$ 99,280 | \$ 97,191 | \$ (2,089) |
| Montgomery | \$ 8,764 | \$ 11,675 | \$ 2,911 |
| Randolph | \$ 34,237 | \$ 33,657 | \$ (580) |
| Rockingham | \$ 30,964 | \$ 28,904 | \$ (2,060) |
| Stokes | \$ 22,500 | \$ 15,030 | \$ (7,470) |
| Surry | \$ 23,500 | \$ 25,199 | \$ 1,699 |
| Yadkin | \$ 19,500 | \$ 14,051 | \$ (5,449) |
| TOTAL | \$ 409,472 | \$ 409,472 | \$ - |

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

TO: PTRC Board of Delegates

FROM: Paul Kron, PTRC Regional Planning Director
For the Workforce Development and Housing Departments

DATE: April 12, 2012

RE: Request for authorization to apply for Weatherization Assistance Program Grant Application

ITEM #: B3

The Piedmont Triad Regional Council Workforce Development and Housing Departments are seeking authorization to apply for designation as a sub-grantee to receive up to \$1,391,407 in Weatherization Assistance Program (WAP) funding for FY2012-2013. If PTRC is funded, up to 5% (\$69,570) may be used for project administration and remaining funds may be used for staff training and technical assistance, liability insurance, equipment purchases, contract services and operational costs.

This program provides federal funds to designated sub-grantees (through the North Carolina Energy Office) to be used for receiving & processing applications from eligible, low-income families and for dispatching in-house crews and sub-contractors to install energy efficiency measures in the 5-county service area (Davidson, Forsyth, Guilford, Randolph and Rockingham Counties).

We will request your approval to contract with the North Carolina State Energy Office if the project is funded. A breakdown of formula funding and units to be served by county is provided below.

| Weatherization Funding Available By County | | | |
|---|--------------------|-------------------------------------|------------------------------|
| County | Funding | Number of Units to be Served | Average Cost per Unit |
| Davidson | \$177,489 | 31 | \$5,725 |
| Forsyth | \$376,046 | 66 | \$5,698 |
| Guilford | \$563,829 | 99 | \$5,695 |
| Randolph | \$159,849 | 28 | \$5,709 |
| Rockingham | \$114,194 | 20 | \$5,710 |
| TOTAL | \$1,391,407 | 244 | \$5,702 |

Staff recommends approval to apply for designation as a sub-grantee for Weatherization Assistance Program (WAP) funding for FY2012-2013.

