

MEMBERS

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

Municipalities

Archdale
Asheboro
Bermuda Run
Bethania
Biscoe
Boonville
Burlington
Clemmons
Coolemeec
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. Gillead
Oak Ridge
Pilot Mountain
Pleasant Garden
Ramseur
Randleman
Reidsville
Rural Hall
Seagrove
Staley
Stokesdale
Stoneville
Summerfield
Thomasville
Tobaccoville
Trinity
Troy
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

FEBRUARY 15, 2012
12:00 NOON

WELCOME INVOCATION PLEDGE

APPROVAL OF MINUTES

- Request for approval of December 7, 2011, PTRC Board of Delegates' Minutes

A. PRESENTATIONS

1. **"Focus on Members – Caswell County"**, by Kevin Howard, Caswell County Manager
2. **"Sustainable Communities Regional Plan Update"**, by Hanna Cockburn, PTRC Regional Planning Programs Manager
3. **Presentation of the Fiscal Year 2011 PTCOG Audit**, by Eddie Burke, Partner, Cherry, Bekaert & Holland, L.L.P.
4. **Presentation of FY 2011 Northwest Piedmont COG and Piedmont Triad COG Consolidated Financial Statements**, by Jarrod Hand, PTRC Accountant

B. ACTION ITEMS

1. **Proposed Changes to PTRC Bylaws**, by Darrell Frye, PTRC Chair (*attachment*)
2. **Request for approval to amend the contract with Cherry, Bekaert & Holland, L.L.P. to perform PTCOG's Single Audit for Fiscal Year ending June 30, 2011**, by Jarrod Hand (*attachment*)
3. **Request for approval of engagement letter from Cannon & Company to perform the Section 8 Financial Audit FAAS as of June 30, 2011**, by Jarrod Hand (*attachment*)
4. **Office Space Decision**, by Matthew Dolge, PTRC Executive Director

C. EXECUTIVE DIRECTOR'S REPORT

D. OLD BUSINESS

E. NEW BUSINESS

F. Informational Item

- **2012 Project Homeless Connect/VA Stand Down – Wednesday, April 11, 2012 – 8:30 am to 4:00 pm at the LJVM Coliseum** *(attachment)*

G. CHAIRMAN'S REMARKS AND ANNOUNCEMENTS

- **March PTRC Executive Committee meeting – Wednesday, March 7, 2012, 12 Noon**, Paul J. Ciener Botanical Gardens, 215 S. Main Street, Kernersville, NC
- **April PTRC Executive Committee meeting – Wednesday, April 4, 2012, 12 Noon**, PTRC Winston-Salem Office, 400 West Fourth Street, Suite 400, Winston-Salem, NC
- **April PTRC Board of Delegates meeting – Wednesday, April 18, 2012, 12:00 Noon**, Paul J. Ciener Botanical Gardens, 215 S. Main Street, Kernersville, NC

H. ADJOURNMENT

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

TO: PTRC Board of Delegates

FROM: Hanna Cockburn, PTRC Regional Planning Programs Manager

DATE: February 8, 2012

RE: Sustainable Communities Regional Plan Update

ITEM #: A2

The HUD Sustainable Communities Regional Planning Grant is heading into the second year of the three-year project. In the first year, the project team has been formed; the consortium committee made up of representatives from twenty-nine non-profit and municipal, county and state agencies held its inaugural meeting; and workgroups in nine focus areas have been launched to identify key data and trends related to sustainable practices in our region.

Over the next several months, civic forums will be held in each county to engage a wide cross-section of the public in the regional planning process. These 2 hour session give participants an opportunity to share their ideas and thoughts about what's most important in our region, and our greatest challenges.

County	Date	Time	Location
Alamance	Mar. 12	4:00-8:00 PM	Elon University, McKinnon Hall in Moseley Center
Caswell	Feb. 16	Evening	Municipal Town Hall, Yanceyville
Davidson	Early Mar.	TBD	TBD
Davie	Jan. 31	4:00-6:00 PM	Davie County Library, Mocksville
Guilford	Jan. 31	5:30-7:30 PM	Greensboro Central Library
	Feb. 9	5:30-7:30 PM	Culler Senior Center, High Point
Forsyth	Feb. 21	5:30-7:30 PM	Forsyth County Central Library
Montgomery	Feb. 9	5:30-7:30 PM	Economic Development Commission, Main St., Troy
Randolph	Feb. 21	6:00-8:00 PM	South Asheboro Middle School Library
Rockingham	Feb. 20	6:00-8:00 PM	Ag Center in Wentworth
Stokes	Feb. 23	4:00-6:00 PM	YMCA in King
Surry	Feb. 7	3:00-7:00 PM	Surry Community College, Viticulture Center, Dobson
Yadkin	Feb. 28	6:00-7:30 PM	YVEDDI Main Office, Boonville

Civic Forums, by County

In addition to the civic forums, a 'virtual town hall' website has been established: **PiedmontVoice.org**. This interactive site allows users to share ideas and provide feedback about a broad variety of topics related to our region. The site is unique in that internet access isn't required: participants can call or text (336) 939-6151 to participate in the conversation.

Your participation in the civic forums and Piedmont Voice is welcome and encouraged.

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

TO: PTRC Board of Delegates
FROM: Darrell Frye, PTRC Chair
DATE: February 8, 2012
RE: Proposed Changes to PTRC Bylaws
ITEM #: B1

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.
- Appointment of Dillard Burnette, 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.

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: Matthew Dolge, Executive Director

RE: Request for approval to amend the contract with Cherry, Bekaert & Holland, L.L.P. to perform PTCOG's Single Audit for Fiscal Year ending June 30, 2011

DATE: February 7, 2012

ITEM #: B2

The Piedmont Triad Council of Governments (PTCOG) Board of Delegates authorized contracting with Cherry, Bekaert & Holland, L.L.P. (CBH) to perform PTCOG's audit for the fiscal year ending June 30, 2011 in the amount of \$27,500. We are requesting approval to amend the contract by \$2,500 to cover additional costs related to preparation of the Comprehensive Annual Financial Report (CAFR).

Staff recommends approval to amend the contract by \$2,500 to cover additional costs related to preparing the CAFR and additional time reconciling revenues due to delays in receiving aging confirmations.

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

TO: PTRC Board of Delegates

FROM: Matthew Dolge, Executive Director

RE: Request for approval of engagement letter from Cannon & Company to perform the Section 8 Financial Audit FAAS as of June 30, 2011

DATE: February 7, 2012

ITEM #: B2

Attached is an engagement letter from Cannon & Company which requires Board approval. Each year HUD requires our agency to submit our financial report (FASS) electronically to REAC/HUD. Our Auditor is required by HUD to Agree or Disagree with the FASS submission. Thank you for your cooperation.



February 7, 2012

The Board of Delegates
Piedmont Triad Regional Council
400 West Fourth Street, Suite 400
Winston-Salem, NC 27101

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will compare the electronic submission of items by the Northwest Piedmont Council of Governments (the Council) to the U. S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC) for the year ended June 30, 2011, as they are listed in the Uniform Financial Reporting Standards Information column with the corresponding hard copy documents of Financial Data Schedule of component unit, Footnotes to audited basic financial statements of the reporting entity, and Auditor's supplemental report on the Financial Data Schedule. The results of the performance of our agreed-upon procedure will indicate agreement or non-agreement of electronically submitted information and hard copy documents as listed above.

We will perform the procedure described in the first paragraph, which was agreed to by the Council and REAC, solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copies. The Council is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedure engagement will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of those parties mentioned above. We will not audit or review the electronically submitted information, and we will not express an opinion or any other assurance on it.

You are responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge, or experience to oversee any services we provide. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

The objective of the agreed-upon procedure engagement is to indicate agreement or non-agreement with information electronically submitted to REAC.

Management is responsible for the information electronically submitted.

2150 Country Club Road / Winston-Salem, NC 27104 / 336-725-0635 / Fax 336-725-0630
113-C Hemmon Lane / Kernersville, NC 27284 / 336-665-4011 / Fax 336-665-5223
210 Moore Road / P.O. Box 330 / King, NC 27021 / 336-885-5885 / Fax 336-885-5895
3540 Clemmons Road, Suite 124 / P.O. Box 1040 / Clemmons, NC 27012 / 336-766-4741 / Fax 336-766-0034

www.cannonandcompany.com

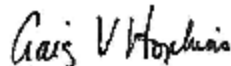
Piedmont Triad Regional Council
February 7, 2012
Page 2

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform you of any material errors and of any evidence or information that comes to our attention during the performance of our agreed-upon procedures engagement, that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our agreed-upon procedures engagement regarding illegal acts that may have occurred, unless they are clearly inconsequential.

Our fee for these services will be at a rate of \$100 per hour. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. Interest of fifteen percent per annum will be added to any balance unpaid at the end of the month following the month billed.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Yours very truly,



Acknowledged:

Piedmont Triad Regional Council:

Chairman

Date

Office Space Options

Current Leases							\$22,197.49
<u>Purchase Options</u>	<u>Location</u>	<u>Year Constructed</u>	<u>Sq. Ft./Footage</u>	<u>Total Cost</u>			
Carrollton Crossing	Kernersville	Now	25,000	\$4,010,000.00	<u>Payment</u>	<u>Difference</u>	
<u>Financing</u>	<u>Loan Amount</u>	<u>Interest Rate</u>	<u>Term</u>				
USDA	\$4,000,000.00	4.00%	40 years	\$16,717.54	\$5,479.05		
Private	\$3,750,000.00	4.00%	40 years	\$15,072.69	\$6,524.80		
	\$4,000,000.00	2.50%	25 years	\$17,944.67	\$4,252.87		
	\$3,750,000.00	2.50%	25 years	\$16,823.13	\$5,374.36		

* USDA does not accept payments in the first year but requires they be set aside for future maintenance

Premier Drive	High Point	1999	27,400	\$3,425,000.00	<u>Payment</u>	<u>Difference</u>	
<u>Financing</u>	<u>Loan Amount</u>	<u>Interest Rate</u>	<u>Term</u>				
Private	\$3,425,000.00	2.50%	25 Years	\$15,365.12	\$6,882.37		
	\$3,175,000.00	3.50%	25 Years	\$14,743.58	\$7,953.91		

** Utilities and Maintenance are not included for either purchase option.

<u>Lease Options</u>	<u>Location</u>	<u>Sq. Footage/Term</u>	<u>Lease Rate</u>	<u>Payment</u>	<u>Difference</u>
Carrollton Crossing	Kernersville	25,000/15 years	\$17.60	\$30,067.00	\$14,460.51
Premier Drive	High Point	27,400/10 Years	\$16.52	\$37,720.00	\$15,522.51
Triad Center	Greensboro	26,000/10 Years	\$17.50	\$37,916.00	\$15,718.51
One Triad Center	Greensboro	25,995/10 Years	\$15.50	\$32,802.00	\$10,604.51



Winston-Salem/Forsyth County Ten-Year Plan Commission on Homelessness

301 N. Main St Suite 1700 Winston Salem NC 27101
336-721-9373 336-724-1045 (fax)

A community initiative January 9, 2012
Lead by United Way

Christopher L. Hanson,
Chair
Andrea S. Katz,
Deputy

Matthew Dogle
NWPCOG
400 West Fourth Street
Winston Salem, NC 27101

City Appointments

David Eardle
Alan Hodges
Tim Keller
Paula Stevens

Dear Matthew,

We respectfully invite you to participate as a provider in our upcoming 2012 Project Homeless Connect/VA Stand Down on **Wednesday, April 11, 2012, from 8:30 a.m. to 4:00 p.m. at the LJM Coliseum Annex 301 Deacon Blvd. Winston-Salem, North Carolina.**

Steven Vial
County Appointments
John Hare
Jerrilyn Ingram

This year in addition to connecting people who are homeless or experiencing a housing crisis to the services they need to end their homelessness we will partner with the Department of Veterans Affairs to host a VA Stand Down which provides access to services streamlined towards homeless veterans in our community.

Sharon Mesery-Johnson
Lozza Williams
Dane Wimmer
Keithish members
Dan Baser
Cynthia Witherspoon

As a provider your commitment is to come to the event prepared to meet with participants and veterans providing your services to them at the event as well as to schedule necessary follow-up appointments or referrals. Members of your staff participating in the event will be provided lunch and snacks throughout the day. There will be two work stations with photo copiers, printers, and lap tops for providers to use. During lunch 11:30-1:30, we ask that providers take a break and enjoy the scheduled entertainment.

Staff
Teri Hairston
Program Assistant

In order to help defray the costs we are asking providers to pay a \$45 booth rental fee. Checks should be made out to United Way/ Project Homeless Connect/VA Stand Down. Registration fees received after March 23, 2012 will be considered late and will require a booth fee of \$50.00.

We look forward to your participation as we work towards ending chronic homelessness in our community.

Sincerely,

Teri Hairston



A house is a home when it shelters the body and comforts the soul
-Philip Melzer





Winston-Salem/ Forsyth County & The Department of Veterans Affairs Project Homeless Connect VA Stand Down

April 11, 2012
8:30 a.m. to 4:00 p.m.
LJVM Coliseum Annex

Service Provider Information Sheet

Name: _____
 Agency: _____
 Address: _____
 Email: _____
 Telephone: _____

If you will not be the person from your agency who will be working at PHIC please provide their name and contact:

Event Contact: _____
 Address: _____
 Email: _____
 Telephone: _____

Please check which services your agency can provide at PHIC (check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Housing | <input type="checkbox"/> Job Training | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Physical Health | <input type="checkbox"/> Education |
| <input type="checkbox"/> Emergency Assistance | <input type="checkbox"/> Re-entry assistance | <input type="checkbox"/> Legal Services |
| <input type="checkbox"/> Government Benefits | <input type="checkbox"/> Advocacy/Victim Adv. | <input type="checkbox"/> Other <u>vision care</u> |

Setup includes 1 table and two chairs.

- 3-foot high pipe and drape other needs _____
- Power strip

We will have two work stations at the Annex, one on each side of the service area. These stations will each have a photo copier, printer and a computer and will be available for all service providers.

Please send us your \$45 participation fee checks payable to: United Way Project Homeless Connect/VA Stand Down, 301 N. Main Street, Suite 1700, Winston-Salem, North Carolina 27101. If have questions or concerns, please contact Tom Hairston 336-721-9378. Participation fees received after March 23, 2012 will be considered late and will require a fee of \$50.00.



**Ten Year Plan to
End Chronic Homelessness in
Winston-Salem/Forsyth County and
the Department of Veterans Affairs**



Project Homeless Connect



**&
VA Stand Down**

Save the Date

**WEDNESDAY
April 11, 2012**

LJVM Coliseum Annex

***One Day, One Stop, One Shop
One step towards ending homelessness for
Veterans and anyone suffering homelessness***

***This is an all day event from 8am – 4pm
located at the
Lawrence Joel Veterans Memorial Coliseum Annex
301 Deacon Blvd, WS, NC 27106***



Winston-Salem/Forsyth County
Project Homeless Connect
VA Stand Down
April 11, 2012 8:30 am – 4:00 pm
LJVM Coliseum Annex

FACT SHEET

- Project Homeless Connect (PHC) VA Stand Down will take place Wednesday April, 11, 2012 from 8:30 am – 4:00 pm at the LJVM Coliseum Annex.
- We will have a brief program from 9-10 am at which Allen Joines, Mayor, City of Winston-Salem will welcome participants and a representative from the faith based community will provide a prayer.
- PHC/VA Stand Down is a one-day, one-stop event sponsored by Mayor Joines, United Way, BB&T Charitable Foundation, the Department of Veteran Affairs, among others in our community that is designed to provide housing, services and hospitality in a convenient one-stop model directly to people and veterans experiencing homelessness.
- At the Winston-Salem PHC/VA Stand Down there will be over 60 Agencies & Businesses providing services.
- We will be offering hair cuts, showers, clothing, and other personal services at the event for consumers.
- Representatives from the Bethesda Center will be on site helping homeless people who do not have identification to obtain North Carolina I. D. cards.
- Connections Café will be serving breakfast from 8-11, lunch from 11:30- 1:00 and snacks from 1:30-3:00.
- We will have music, an art therapy booth, massage therapy, storytelling, and door prizes throughout the day.
- PHC/VA Stand Down will engage over 200 volunteers from our community to help set up the event and work individually with participants throughout the day.
- The Ten-Year Plan Commission will be conducting a survey of participants during the event to obtain their input on the goals of the Ten-Year Plan.