

# MINUTES

## PTRC Board of Delegates

June 20, 2018

### Present

Marikay Abuzuaiter, City of Greensboro  
Leroy Ault, Town of Tobaccoville  
Kevin Austin, Yadkin County  
Ian Baltutis, City of Burlington  
Jimmy Blake, Town of Biscoe  
Sam Bishop, Town of Elkin  
Buddy Boggs, Town of Haw River  
Renee Bryant, City of Randleman  
Jeff Bullins, Town of Mayodan  
Darryl Carter, City of Eden  
Rick Cross, Town of Bermuda Run  
Monta Davis-Oliver, Town of Yadkinville  
David Fernandez, Town of Seagrove  
Tim Flinchum, Town of Rural Hall  
Alvin Foster, Town of Yanceyville  
Darrell Frye, Randolph County  
Marci Gallman, Town of Lewisville  
Archie Hicks, Town of East Bend  
John Larson, Winston-Salem  
Bonnie Lasky, Town of Boonville  
Clarence Meachem, Town of Sedalia  
Rick McCraw, City of King  
Lynn Montgomery, Town of Jamestown  
Howard Morgan, Town of Sedalia  
Patty Phillips, City of Mebane  
Mark Richardson, Rockingham County  
Donald Scarborough, City of High Point  
Tobin Shepherd, City of Lexington  
Don Truell, Davidson County  
Van Tucker, Surry County  
Brent Ward, Town of Mocksville  
John Wait, Town of Clemmons  
Lenny Williams, Town of Gibsonville  
Steve Yokeley, City of Mount Airy  
Filmore York, Town of Liberty

### Absent

Lori Armstrong, Town of Stoneville  
Dwight Atkins, Town of Pilot Mountain  
Wayne Atkins, Town of Dobson  
Michelle Barson, Town of Clemmons  
Layton Booker, Town of Candor

### Absent cont'd

Eddie Boswell, Alamance County  
Alan Branson, Guilford County  
Frank Bruno, Town of Stokesdale  
Jim Butler, City of Burlington  
Perry Conner, Town of Franklinville  
Gail Dunham, Town of Summerfield  
Fleming El-Amin, Forsyth County  
John Ferguson, Davie County  
James Festerman, City of Reidsville  
Fred Franklin, Town of Lewisville  
Carissa Graves, Town of Green Level  
Nathaniel Hall, Caswell County  
Jesse Hill, City of Trinity  
Ernest Lankford, Stokes County  
Peggy Leight, Town of Walkertown  
Pamela Lofland, Town of Clemmons  
Griffin McClure, City of Graham  
John McDermon, Town of Rural Hall  
Chip Miller, Town of Mt. Gilead  
Wayne Moore, Town of Jonesville  
Jackie Morris, Montgomery County  
Dennis Paschal, Town of Wentworth  
John Peterson, Town of Elon  
Brenda Platt, Town of Madison  
Damon Prince, Town of Troy  
Chris Sapp, Town of Bethania  
Ann Schneider, Town of Oak Ridge  
Naydine Sharpe, Village of Alamance  
Danny Shaw, Town of Ramseur  
David Smith, City of Asheboro  
Ed Smith, Town of Lewisville  
Bert Lance Stone, City of Archdale  
Carla Strickland, Town of Pleasant Garden  
Chris Thompson, Town of Kernersville  
Larry Ward, Town of Denton  
Janet Whitt, Town of Danbury  
Steve Yokeley, Town of Wallburg  
Raleigh York, City of Thomasville

Chairman Yokeley welcomed the PTRC Board of Delegates and called the meeting to order at 12:01pm. Many new people were in attendance including two new managers: Evan Raleigh, City of Winston-Salem Assistant Manager and Brent Cornelison, Elkin Town Manager. Chairman Yokeley also welcomed new elected officials in attendance including Clarence Meachem and Howard Morgan from the Town of Sedalia, Marci Gallman from the Town of Lewisville, John Wait from the Village of Clemmons, Gail Dunham with the Town of Summerfield, and Leroy Ault from the Village of Tobbacoville. Chairman Yokeley requested a moment of silence and then led the Board in the Pledge of Allegiance.

**1. Public Hearing, Steve Yokeley, PTRC Chair**

- a. A motion was made by Ms. Marikay Abuzuaiter to enter into the Public Hearing. It was seconded by Mr Jimmy Blake.
- b. Chairman Yokeley announced that a public hearing would now be open in order to discuss the Piedmont Triad Regional Council's proposed budget. He stated that any comments on the proposed budget will be received from any interested persons.
- c. He added that the proposed budget was presented to the Executive Committee on June 6, 2018 and is available for public inspection on PTRC's website.
- d. There being no comments or questions, a motion was made by Mr. Rick Cross to close the Public Hearing and the motion was seconded by Mr. Lenny Williams.
- e. The Public Hearing was closed.

**2. Presentation: New PTRC Website**

- a. Mr. Matt Reece announced that we have upgraded our agreement with our website provider and have completely revamped our website. Mr. Reece gave a brief overview of the functionality of the new website. He also drew attention to the aspirational nature of the cover photos. The new site is much more connected to social media.
- b. Mr. Dolge added that we are trying to be as user friendly as possible. We chose buttons because it is much easier to get to something with 1 or 2 clicks. We have less text and more pictures. We also kept in mind that more people are accessing the internet through their phone versus a computer. This redesign was all about ease of use. We are also hoping this will help us brand PTRC consistently across all of our platforms.
- c. Mr. Reece encouraged everyone to take time to visit our new site.

**3. Consent Items, Steve Yokeley, PTRC Chair**

- a. Request to enter into contract with Foothills Planning and Design for \$7,000; the Town of Mayodan for \$25,000; the Town of Gibsonville for \$3,000; and the Town of Mt. Gilead for \$2,500. The total planning budget impact will be \$37,500 divided between fiscal year 2017-18 and 2018-19.
- b. Request for approval to terminate retiree healthcare benefit.
- c. Request for approval of the third budget revision for FY 2017-2018.
  - i. There being no questions, a motion was made by Mr. Mark Richardson.

- ii. The motion was seconded by Mr. John Larson.
- iii. The consent items were approved.

**4. Action Item: Request for approval of April 18, 2018 PTRC Board of Delegate Minutes, Steve Yokeley, Chair**

- a. There being no questions a motion was made by Mr. Darrell Frye.
- b. The motion was seconded by Mr. Rick Cross.
- c. The April 18, 2018 Board of Delegate minutes were approved.

**5. Action Item: FY 2019-1019 Budget, Matthew Dolge, Executive Director**

- a. Mr. Dolge stated that is an honor to present the Piedmont Triad Regional Council's 2018-19 budget to the board. This is the largest starting budget we have ever had! However there is still some continued uncertainty in our future outlook due to the vast differences between the President's budget requests and the allocations appropriated by the legislative branch. While the President's proposed budget defunds several of the programs we administer, Congress passed a budget that ignored almost all proposed reductions, and actually increased spending in almost every area. Based on this information, this budget projects revenue in the areas of housing, weatherization, Appalachian Regional Commission, and the Economic Development Administration to be largely unchanged. Aging had increases. Of course, we will closely monitor the situation and respond accordingly.
- b. When looking at revenue program impacts, Aging programs increased resources region wide. With the merging of our Housing and WAP program we have the opportunity to share staff and cost and get more done. Within Planning we are seeing more contracts due to the better economy. Our Stormwater SMART program is moving into advertising. Our Criminal Justice program continues to do exceptional work both inside and outside of our region. Our Re-Entry Program is one of the best in the country and are continually being asked to replicate our program. Workforce Development revenue is declining in large part due to unemployment rates. We bid out our direct services again this year and are excited that Goodwill will be our contractor. We are also refurbishing our Mobile Unit and are excited about that because we feel it will be a great resource for our members. It's an opportunity to take services to the people.
- c. As far as our expenditures, we are on trend with our revenue stream. Our personnel costs are rising 2% in an effort to remain competitive. The 2% increase in our fringe rate is driven by healthcare cost. We continue to be self-insured and our biggest driver is pharmaceuticals. Being self-insured allows us to look at reports and find ways to reduce costs. That is an advantage to us. Facility costs are stable and a sustaining force. We are increasing occupancy costs to perform general maintenance. Indirect costs increased 2% due to the addition of two positions. The Engagement Specialist will focus on outreach to members and working with our social media and website. We see this position as a positive for us and for our members. The second position is a position is accountant in

preparation for Robin Shelton's retirement in December 2019. We have a succession plan in place and Jarrod Hand will be moving into the Finance Director position. We plan to bring on a temporary accountant to make sure they are fully trained to help fill the void when Jarrod is promoted. We will also be upgrading our phone system which will cost \$35,000.

- d. Our expenses are directed with supporting revenues without fund balance appropriation. We are also excited about PTRDC loan funds providing new opportunities for service. PTRC continues to be the choice provider of service and expertise and we are excited about celebrating 50 years of service providing Creative Regional Solutions.
- e. Mr. John Larson asked if staff feels confident that federal and state funding is stable. Mr. Dolge stated that he feels much more secure than he did last year. There is good opportunities in the state budget and don't feel like either budget will impact us negatively. What is most important to PTRC is flexibility and meeting the needs of our members. it us. Bottom line is flexibility and we are meeting the needs of our members.
- f. There being no questions a motion was made by Mr. John Larson.
- g. The motion was seconded by Ms. Marikay Abuzuaiter.
- h. The 2017-2018 PTRC Budget was approved.

**6. Action Item: Request for Approval of Uniform Guidance Compliant Conflicts of Interest and Gifts Policy, Jarrod Hand, Finance Assistant Director**

- a. Mr. Hand stated the Finance Department requests approval of procurement policy compliant with the Uniform Guidance (2 C.F.R. § 200.318(c)(1)).
- b. When spending federal award funds, local governments are required to adopt written policies governing conflicts of interest and gifts. 2 C.F.R. § 200.318(c)(1). This policy contains language found in the relevant sections of the Uniform Guidance, 2 C.F.R. Part 200, relating to conflicts of interest and gifts.
- c. We will implement the new conflicts of interest and gifts policy compliant with the Uniform Guidance for all awards after June 30, 2018. All contracts and purchases in FY 2018-2019 will be subject to the new conflicts of interest and gifts policies.
- d. It is recommended that the board adopt the request for approval of the Uniform Guidance conflicts of interest and gifts policy.
- e. There being no questions, a motion was made by Ms. Marikay Abuzuaiter.
- f. The motion was seconded by Mr. Rick Cross.
- g. Request for Approval of Uniform Guidance Compliant Conflicts of Interest and Gifts Policy was approved.
- h. *This item was approved jointly with Action Item below.*

**7. Action Item: Request for Approval of Uniform Guidance Compliant Procurement Policy Jarrod Hand, Finance Assistant Director**

- a. The Finance Department requests approval of procurement policy compliant with the Uniform Guidance (2 C.F.R. § 200.318(a)) and North Carolina Chapter 143 Article 3 and Article 8.
- b. When spending federal grant and loan award funds, local governments are required to adopt written procurement policies that confirm to applicable federal law and the Uniform Guidance (2 C.F.R. § 200.318(a)). This policy contains language found in the relevant sections of the Uniform Guidance, 2 C.F.R. Part 200, relating to procurement requirements.
- c. We will implement the new procurement policy compliant with the Uniform Guidance for all awards after June 30, 2018. All contracts and purchases in FY 2018-2019 will be subject to the new procurement policies.
- d. There being no questions, a motion was made by Ms. Marikay Abuzuaiter.
- e. The motion was seconded by Mr. Rick Cross.
- f. Request for Approval of Uniform Guidance Compliant Procurement Policy was approved.

**8. Around the Region, Steve Yokeley, Chairman**

- a. Mr. Don Scarborough announced that a new furniture company is coming to High Point. They are a company from Japan. They purchased 30 acres and will provide jobs and opportunity.
- b. Ms. Marikay Abuzuaiter attended the Elder Abuse Walk and it was a great event. There were many sponsors and so much information about aging. Thank you to PTRC for a great event.
- c. Mr. David Fernandez announced that Sapona Plastics donated their old historic plant to the Town of Seagrove. Town Hall and the Police Department have moved into the building. They are now raising funds to renovate the building.
- d. Mr. Ian Baltutis announced that the City of Burlington has been selected by the American Institute of Architects to receive a grant to redevelop the former Western Electric facility on North Graham-Hopedale Road. This is a Sustainable Design Assistance Team grant and will bring an estimated \$175,000 to address environmental concerns and revitalize the site.

**There being no other business a motion to adjourn was made by Ms. Marikay Abuzuaiter and seconded by Mr. Jimmy Blake. The meeting was adjourned at 12:47 pm.**

  
Steve Yokeley, PTRC Chair

  
Katie Mitchell, Clerk to the Board