

## 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  
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  
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, November 7, 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](mailto:kmitchell@ptrc.org).

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

#### **B. Presentation of the PTRC Audit**

#### **C. Action Items**

- 1) Request for approval of October 3, 2018 PTRC Executive Committee Minutes (attachment)**
- 2) Request for authorization to apply for \$52,110 in grant funds from the City of Winston Salem**
- 3) Request for authorization to enter into contract providing professional planning services to the City of Graham, Town of Pilot Mountain and the Jonesville Tourism Development Authority for a total of \$43,290**
- 4) Request for approval to implement the set HUD payment standards for Davie, Stokes, Surry and Yadkin Counties**

### Official

**Katie Mitchell**

*Clerk to the Board*

**Steve Yokeley**

*Chair*

**Richard Tamer**

**Valerie Kiger**

*Cannon & Company*

**Steve Yokeley**

*Chair*

**Robin Howell**

*Criminal Justice Director*

**Jesse Day**

*Planning Director*

**Rebecca Ashby**

*Grants Coordinator*

**5) Request for authorization to amend existing Family Caregive Support Program contract**

**Blair Barton-Percival**  
*AAA Director*

**D. Executive Director's Report**

**Matthew Dolge**  
*Executive Director*

**E. Old Business**

**Steve Yokeley**  
*Chair*

**F. New Business**

**Steve Yokeley**  
*Chair*

**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, December 5, 2018 11:45 a.m.

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

**2) PTRC Board of Delegates Meeting**

Wednesday, December 19, 2018 12:00

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

**3) 2018 & 2019 PTRC Meeting Dates *(attached)***

**I. Informational Items**

**a. Issues with Receipt of Funding from the State**

**Robin Shelton**  
*Finance Director*

# PRESENTATION



September 26, 2018

Board of Delegates  
Piedmont Triad Regional Council  
Kernersville, North Carolina

We have audited the financial statements of the governmental activities, the discretely presented component unit and each major fund of the Piedmont Triad Regional Council for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 9, 2018. Professional standards also require that we communicate to you the following information related to our audit.

## Significant Audit Findings

### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Piedmont Triad Regional Council are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2018. We noted no transactions entered into by Piedmont Triad Regional Council during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

The financial statement disclosures are neutral, consistent, and clear.

### *Difficulties Encountered in Performing the Audit*

We encountered no difficulties in dealing with management in performing and completing our audit.

## **PRESENTATION**

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated September 26, 2018.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Piedmont Triad Regional Council's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition of our retention.

### *Other Matters*

We applied certain limited procedures to the Schedule of Proportionate Share of Net Pension Liability (Asset) for Local Government Employees' Retirement System and the Schedule of Contributions to Local Government Employees' Retirement System which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial

## PRESENTATION

statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund financial statements, budgetary schedules, other schedules and the schedule of federal and state awards which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### Restriction on Use

This information is intended solely for the use of the Board of Delegates and management of the Piedmont Triad Regional Council and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Cannon & Company, L.L.P.*

Cannon and Company, L.L.P.

## **ACTION ITEM #2**

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

TO: Executive Committee, Piedmont Triad Regional Council  
FROM: Robin Howell, Criminal Justice Program Director  
DATE: November 7, 2018  
RE: Approval for renewal funding application to City of Winston-Salem

The Criminal Justice Department requests authorization to apply for \$52,110 in grant funds from the City of Winston-Salem's Community Development Block Grant (CDBG) and Successful Outcomes After Release (SOAR) programs. Funds will be used to support staff, participant services and general operating costs of the "Project Reentry" program.

Applications are due for grant fund requests by November 16, 2018.

### **ACTION REQUESTED:**

Approval to apply for \$52,110 in grant funds from City of Winston-Salem.

## **ACTION ITEM #3**

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

TO: Executive Committee, Piedmont Triad Regional Council  
FROM: Jesse B. Day, Regional Planning Director  
DATE: November 7, 2018  
RE: Lewisville and Rockingham County Current Planning Services

The Planning Department requests to enter into contract for planning services with the City of Graham, Town of Pilot Mountain and Jonesville Tourism Development Authority.

### **City of Graham Recreation and Parks Master Plan: \$32,125**

The PTRC submitted qualifications to complete a comprehensive master plan for the City of Graham Recreation and Parks department. We were selected to complete the planning process. The process will begin later in November with a steering committee meeting and estimated to take 11 months. The scope includes public and steering committee facilitation, a community survey, a facility and programs needs assessment and full master plan report.

### **Pilot Mountain Greenway Feasibility Study: \$6,440**

Assist in developing a feasibility study for the connection from the Town of Pilot Mountain Central Business District to Pilot Mountain State Park. The study will provide an analysis of a key route from Pilot Mountain to the State Park. Utilizing information provided by Town staff, stakeholders and a steering committee as well as the adopted Comprehensive Pedestrian Plan, Ararat River Ecosystems Enhancement Program Plan, Surry County Greenways Plan and Parks and Recreation Master Plan, the preferred route, alignment, surface and analysis of opportunities and constraints will be developed into a final report deliverable. The process will begin in December and last 4-6 months.

### **Jonesville Greenway Plan: \$4,725**

Assist in developing a greenway master plan for an approximate 5 mile section of greenway going east along the Yadkin from the old Yadkin River bridge location. The study will provide detailed trail alignment, recommended surface, amenity locations and public access points (e.g. trailheads) for the trail. The plan will build off of information provided by Town staff, stakeholders and a steering committee as well as the adopted Comprehensive Pedestrian Plan, and Mountains to Sea Trail Plan from Stone Mountain to Pilot Mountain. The process will begin in December and estimated to last 4 months.

### **ACTION REQUESTED:**

Request for approval to enter into contract providing professional planning services to the City of Graham, Town of Pilot Mountain and the Jonesville Tourism Development Authority (TDA) for a total of \$43,290 to complete the above mentioned plans.

## **ACTION ITEM #4**

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

TO: Executive Committee, Piedmont Triad Regional Council  
FROM: Rebecca Ashby, Housing Grants Coordinator  
DATE: November 7, 2018  
RE: Housing Choice Voucher Payment Standards Change

In 2016 the committee approved a change in our payment standards to the allowable 9% below the HUD approved standards. At the time, it was also approved to implement weighted preferences so that Veteran, homeless, elderly and disabled households were served first. Both were done in an effort to decrease the cost per unit for residents in the Housing Choice Voucher program. In implementing the changes, we have discovered that the decrease in the payment standards has increased the cost burden for our veteran, elderly and disabled tenants. In Surry county, it generally raises the amount of their rents \$100 or more. In, Davie, Stokes and Yadkin it can add an additional \$40 to the rents paid by the tenants.

### **ACTION REQUESTED:**

The PTRC Housing Department is requesting approval from the board to implement the set HUD payment standards for Davie, Stokes, Surry and Yadkin Counties.

## ACTION ITEM #5

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

TO: PTRC Executive Committee  
FROM: Blair Barton-Percival, Director, Area Agency on Aging  
DATE: November 7, 2018  
RE: National Family Caregiver Support Program Contract

On August 25, 2018 a subcommittee of the Area Agency on Aging Regional Advisory Council on Aging (RACA) met to review Request for Proposals (RFP) for additional Family Caregiver Support Program (FCSP) funding. Funding in the amount of \$151,000 was made available in a competitive process open to interested parties across the 12-county region. This funding has no required local match. The grant amount an organization could apply for was up to \$25,000 and was made available to create new resource streams for caregivers and build relations with healthcare.

Six organizations representing five counties (Alamance serving Caswell, Davidson, Guilford, Randolph, Surry) submitted for these funds. The chart below are the six organizations and their plans for the additional funding.

Organization	Proposal Request	Amount of Funding Requested
Collaborative: Alamance Eldercare and HomeCare Providers	Home Respite Care for Caswell County	\$25,000
The Life Center of Davidson County, Inc.	Creation and marketing of caregiver website with an interactive bulletin board	\$25,000
Senior Resources of Guilford	Offer the specialized Aging Mastery program three times with targeted partnerships and include respite care	\$10,000
Well-Spring Solutions	Targeted marketing and networking to hospitals/medical facilities to raise awareness about existing services	\$23,127
Randolph Senior Adults Association	Increase awareness of existing services by hiring a part time staff person to market programs throughout the county with a focus on local healthcare facilities	\$21,008
Surry County Health and Nutrition Center	Targeted respite for recently discharged patients from local health system that meet FCSP priorities	\$25,000

**ACTION REQUESTED:** Request authorization to amend the existing Family Caregiver Support Program contract with six funded partners in the amount of \$119,135 for the amended contract period of November 1, 2018 – June 30, 2019.

## INFORMATIONAL ITEM #1

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

TO: PTRC Board of Delegates  
FROM: Robin C. Shelton, Finance Director  
DATE: November 7, 2018  
RE: Issues with Receipt of Funding from the State

This is some information we felt would be of interest to you as our governing body.

The North Carolina Department of Health and Human Services and the North Carolina Office of the State Controller experienced a clerical error that delayed the Aging Reimbursement payments for about 10 days – this was not for all regions, just for PTRC.

We were in a position to advance, from PTRC's general funds, enough funding to ensure that there was ***no disruption of reimbursement*** to our Aging Partners.

Once the September Aging Reimbursement of \$851,039 is received from the North Carolina Department of Health and Human Services, PTRC's general funds will be reimbursed.

We were fortunate that we had reserves to allow us to assist our providers. Hopefully, this will not be an ongoing issue.

# Meeting Dates 2018

1398 Carrollton Crossing Drive

Kernersville, NC 27284

12:00 noon

<b>PTRC Executive Committee 1<sup>st</sup> Wednesday</b>	<b>PTRC Board of Delegates 3<sup>rd</sup> Wednesday</b>
<b>November 7, 2018</b>	<b>November - none</b>
<b>December 5, 2018</b>	<b>December 19, 2018</b>

# Meeting Dates 2019

<b>PTRC Executive Committee 1<sup>st</sup> Wednesday</b>	<b>PTRC Board of Delegates 3<sup>rd</sup> Wednesday</b>
<b>January - none</b>	<b>January - none</b>
<b>February 6, 2019</b>	<b>February 20, 2019</b>
<b>March 6, 2019</b>	<b>March - none</b>
<b>April 3, 2019</b>	<b>April 17, 2019</b>
<b>May 1, 2019</b>	<b>May - none</b>
<b>June 5, 2019</b>	<b>June 19, 2019</b>
<b>July - none</b>	<b>July - none</b>
<b>August 7, 2019</b>	<b>August 21, 2019</b>
<b>September 4, 2019</b>	<b>September - none</b>
<b>October 2, 2019</b>	<b>October 16, 2019</b>
<b>November 6, 2019</b>	<b>November - none</b>
<b>December 4, 2019</b>	<b>December 18, 2019</b>