

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, October 7, 2020

12:00 noon

PTRC Headquarters

1398 Carrollton Crossing Drive

Kernersville, NC 27284

ItemOfficial**GoToMeeting**

Katie Mitchell

Executive Committee

Clerk to the Board

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/735449597>

You can also dial in using your phone.

United States: +1 (224) 501-3412

Access Code: 735-449-597

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

Kevin Austin

Chair

B. Roll Call

Katie Mitchell

Clerk to the Board

C. Action Items

- | | |
|--|--|
| <p>1) Request for approval of September 2, 2020
PTRC Executive Committee Minutes (attachment)</p> | <p>Kevin Austin
<i>Chair</i></p> |
| <p>2) Request for approval to accept \$15,000 from the
Institute for Emerging Issues</p> | <p>David Putnam
<i>Planner</i></p> |
| <p>3) Request for approval to enter into contract with
City of Thomasville for \$5,250</p> | <p>David Putnam
<i>Planner</i></p> |
| <p>4) Request for approval to enter into contract
with Alamance County for \$2,250</p> | <p>Jesse Day
<i>Planning Director</i></p> |
| <p>5) Request for approval to enter into contract with
with Montgomery County to provide planning
services for a total of \$2,800</p> | <p>Jesse Day
<i>Planning Director</i></p> |

- 6) **Request for authorization to receive CARES Act Funding in the amount of \$262,650** **Wendy Walker-Fox**
WFD Director
- 7) **Request for authorization to enter into contract with NCDAAS and local funded partners for CARES Act services** **Adrienne Calhoun**
AAA Director
- 8) **Request for authorization for a new classification** **Matt Reece**
Assistant Director
- 9) **Request for approval to apply for HUD FY2020 and Weatherization Cooperation Demonstration grant** **Michael Blair**
CD Director

D. Executive Director’s Report **Matthew Dolge**
Executive Director

E. Old Business **Kevin Austin**
Chair

F. New Business **Kevin Austin**
Chair

G. Around the Region **Kevin Austin**
Chair
At this time, Board members are asked to discuss any upcoming events or informational items that pertain to their local government or region.

H. Chairman’s Remarks and Announcements **Kevin Austin**
Chair

- 1) **PTRC Executive Committee Meeting**
Wednesday, November 4, 2020 11:45 a.m.
TBD
- 2) **PTRC Board of Delegates Meeting**
Wednesday, October 21, 2020 11:45 a.m.
TBD
- 3) **2020 PTRC Meeting Dates**

I. Informational Items
a. Funding Agreement (ESFRLP1622- Davie County) Close Out

ACTION ITEM #2

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: David Putnam, Community and Strategic Initiatives Planner
DATE: October 7, 2020
RE: BAND-NC Grant Award

The Institute for Emerging Issues at NC State (IEI) in partnership with the Broadband Infrastructure Office at the NC Department of Information Technology, and with principal support from the John M. Belk Endowment, is addressing the digital divide across NC through a new program called “Building a New Digital Economy” (BAND-NC). The ultimate goal of this program is to make North Carolina the first state in the nation where every county has a digital inclusion plan in place.

The Piedmont Triad Regional Council (PTRC) was awarded a BAND-NC Grant in September 2020 for \$15,000. The purpose of this grant is to fund local digital inclusion projects and plans to meet unmet community needs. This includes access to the Internet, a device that meets their needs, and the knowhow to use it (digital literacy).

PTRC is partnering with the City of Winston-Salem, Alamance County, City of Greensboro, and WinstonNet to gather digital literacy data, inventory existing digital assets, offer digital literacy trainings, and develop unique digital inclusion plans for the jurisdictions of City of Winston-Salem/Forsyth County, City of Greensboro/Guilford County, and Alamance County.

The results of these activities will provide a framework for the NC Triad to respond to digital inclusion needs. The BAND-NC project is expected to conclude within the 1st Quarter of 2021. A second round of funding to support the implementation of these plans will be available in Spring 2021.

ACTION REQUESTED:

Request for approval to accept \$15,000 from the Institute for Emerging Issues.

ACTION ITEM #3

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

TO: Piedmont Triad Regional Development Corporation Board
FROM: David Putnam, Community and Strategic Initiatives Planner
DATE: October 7, 2020
RE: Thomasville CARES Grant Program

The Planning Department requests to enter into contract with the City of Thomasville to implement and administer the Thomasville CARES Grant program to help local businesses and non-profits recover from COVID-19.

The City of Thomasville has created a series of grant opportunities that will support their local businesses and non-profits recover from COVID-19:

1. General Business Support Grant – This grant is for any small business that was shut down due to the Governor’s Executive Orders (EO) and/or had limited operational hours during reopening in phases 1 or 2.
2. Childcare Support Grant – This grant is to support childcare facilities that were forced to make significant adjustments to their operation as a direct result of government decision making actions.
3. Phase 2 Closed Facilities Grant – A few businesses have been closed by EO since March 2020. These include bars, health clubs, and private event facilities, among others. This special grant is focused on the retention of these closed facilities within Thomasville.

PTRC in coordination with the City of Thomasville’s Assistant City Manager will build the application in Neighborly starting in September and continue assisting the program’s implementation and administration until all Thomasville CARES Grant funds are disbursed.

PTRC Administration Services: \$5,250

ACTION REQUESTED:

Request for approval to enter into contract with the City of Thomasville for \$5,250

ACTION ITEM #4

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Jesse Day, Planning Director
DATE: October 7, 2020
RE: GREAT Grant Support to expand Broadband Service in Alamance County

The Planning Department requests to enter into contract with Alamance County to find an Internet Service Provider (ISP) and help prepare a GREAT grant application for improving broadband service and infrastructure in Alamance County.

Projects in Tier 1 and Tier 2 counties as well as rural census tracts located in Tier 3 areas currently being served by less than 25 megabytes per second download and 3 megabytes per second upload speeds are eligible for this 2020 Special Supplementary GREAT Grant round.

Since the GREAT grant program launched in 2018, the state has invested nearly \$26 million in 26 Tier 1 counties, connecting more than 21,000 households, businesses and agricultural operations to high-speed internet. The state funding has been matched by more than \$20 million in private investment. The current announcement includes \$32 million and more information can be found here: <https://www.ncbroadband.gov/news/press-releases/2020/09/14/applications-open-32m-special-great-grant-funding-expand-internet>

The GREAT grant is due October 14, 2020 and the ISP is the applicant. The PTRC services will help identify underserved households, assist with attracting an ISP provider and assisting with the grant submission.

PTRC Grant Preparation Services: \$2,250

ACTION REQUESTED:

Request for approval to enter into contract with Alamance County for \$2,250.

ACTION ITEM #5

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Jesse Day, Planning Director
DATE: October 7, 2020
RE: Montgomery County Current Planning Services

The Planning Department requests to enter into contract for planning services with Montgomery County for current planning support.

Montgomery County: \$2,800/Monthly

The planning department was requested to provide sub-division administration, zoning administration, and responses to general planning questions from the public. Duties will also include putting together public notices and board meeting facilitation and documentation with the planning board. The County Planner has recently vacated his position and this effort is to provide continued planning and zoning administration with no interruption.

ACTION REQUESTED:

Request for approval to enter into contract providing professional planning services from September – December 2020 to Montgomery County for \$2,800 monthly or a total of \$11,200.

ACTION ITEM #6

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: October 7, 2020
RE: Eastern Triad Workforce Initiative (ETWI) CARES Act Funding

Background: NC Legislature approved \$4.5 million in CARES Act funding for The Eastern Triad Workforce Initiative (ETWI), for four Piedmont Triad Counties; Alamance, Guilford, Randolph and Rockingham. The funding is designated for workforce development expenditures related to reversing or mitigating the impact of COVID 19 and must be expended by December 30, 2020.

Rockingham County was allocated \$625,000. \$262,650 will be used to enhance the overall provision of virtual workforce services. Upgrades to digital infrastructure and supportive services, increased outreach to promote resources, along with the purchase of economic impact data tracking software will result from the funding.

The CARES Act dollars will allow us an opportunity to leverage Federal Workforce funding to meet the needs of both employers and individuals.

ACTION REQUESTED:

Authorize receipt of \$262,650 in CARES Act funds from the NC Legislature, to respond to Coronavirus workforce and economic impacts within Rockingham County.

ACTION ITEM #7

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Adrienne Calhoun, Director, Area Agency on Aging
DATE: October 7, 2020
RE: RE: Request authorization to enter into contract with the North Carolina Division of Aging and Adult Services and local funded partners for CARES Act Nutrition Services, Supportive Services, Family Caregiver Supportive Services, and Supportive Service Technology Project for the period September 1, 2020 to September 30, 2021

Per federal disaster declarations related to the Coronavirus pandemic, the Administration on Community Living (ACL) has awarded funding from the Coronavirus Aid, Relief and Economic Security Act, or CARES Act for Nutrition Services, Supportive Services and Family Caregiver Support Services for older adults and caregivers. The Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) serves as a pass through agent, to disseminate CARES Act funds by making one-time grants to organizations delivering vital services to vulnerable residents in the following counties: Alamance, Caswell, Davidson, Davie, Forsyth, Guilford, Montgomery, Randolph, Rockingham, Stokes, Surry and Yadkin. The project period for is September 1, 2020 through September 30, 2021. All CARES Act funds must be obligated by September 30, 2021, with final liquidation accomplished by December 30, 2021. Funds were distributed through a competitive grant application process. All expenditures must be reasonable, allowable and justifiable; all funds must be spent related to COVID-19.

The attached charts list organizations and funding amounts for the contract period. No match is required. Please note the organizations with an asterisk are being requested as sole source. Applications for those areas were not received and the PTRC/AAA sought out potential providers based on history and other applications. Counties that are not listed for a particular service(s) are not finalized at this time.

Request for authorization to enter into contract with the North Carolina Division of Aging and Adult Services and local funded partners for CARES Act Nutrition Services, Supportive Services, Family Caregiver Supportive Services, and Supportive Service Technology Project for the period September 1, 2020 to September 30, 2021.

ACTION ITEM #7 CONTINUED

CARES Act Funding Awards September 1, 2020 – September 30, 2021

Nutrition Services		
Title III C Nutrition Services dollars may be combined with Title III B Supportive Services dollars within the county.		
Funding will be used to provide multiple types of meals, such as combinations of frozen, shelf-stable, and fresh foods, local restaurant, or catered meals and/or sending more than one meal for a day. Hot and cold meals will be provided at designated pick up sites or delivered to homebound individuals. Funding will also be used for groceries, produce boxes of fresh fruits and vegetables provided through farmers markets or grocery stores.		
County	Provider	Award Amounts
Alamance	Alamance County Meals on Wheels, Inc.	\$168,550
	TCK Providence, Inc.	\$126,963
Caswell	TCK Providence, Inc.*	\$60,365
Davidson	Davidson County Senior Services	\$216,646
Davie	Davie County Senior Services	\$59,328
Forsyth	Senior Service of Forsyth, Inc.	\$239,000
	TCK Providence, Inc.	\$156,933
	Trellis Supportive Care	\$15,693
Guilford	Senior Resources of Guilford	\$158,556
	TCK Providence, Inc.	\$210,955
	Bold 2 B You	\$1,359
	Guilford County Care Network	\$9,600
	One Step Further	\$92,564
	Greensboro Farmer's Market	\$184,730
Montgomery	Montgomery County Department of Social Services*	\$55,702
Randolph	Randolph Senior Adults Association, Inc.	180,878
Rockingham	TCK Providence, Inc.	\$140,376
	The Painted Plate	\$37,669
Stokes	The Painted Plate	\$77,431
Surry	TCK Providence*	\$141,919

ACTION ITEM #7 CONTINUED

Supportive Services

Title IIIB Supportive Services dollars may be combined with Title IIIC Nutrition Services within the county.

Funding is provided to organizations delivering vital supportive services to vulnerable people age 60 years of age or older. Funding will provide adult day care/health services, community respite, senior center programming, and in-home aid services.

County	Provider	Award Amounts
Alamance	Combined with Nutrition	\$0
Caswell	Combined with Nutrition	\$0
Davidson	Davidson County Senior Services	\$44,880
	The Life Center	\$38,384
Davie	Davie County Senior Services	\$17,262
Forsyth	Senior Service of Forsyth, Inc. Shepherd Center of Winston Salem	\$148,558 \$19,445
Guilford	Senior Resources of Guilford Adult Center for Enrichment d/b/a Well-Spring Solutions	\$23,996 \$150,000
Randolph	Randolph Senior Adults Association	\$43,764
Rockingham	Combined with Nutrition	\$0
Stokes	Combined with Nutrition	\$0
Surry	Combined with Nutrition	\$0
Yadkin	Allocated to Senior Center Technology Project	\$0

ACTION ITEM #7 CONTINUED

Family Caregiver Support Services

Allocations were based on a regional total and adjusted to meet request.

Funding will be provided to organization that will support caregivers in the following ways:

Information, access to services, support groups and training, respite care, supplemental services such as incontinence supplies, liquid nutrition supplements, assistive technology, handy man work, personal emergency response systems, emergency food boxes, cleaning supplies, internet connections for grandparents raising grandchildren, summer camp options for kids raised by grandparents

County	Provider	Award Amounts
Alamance	Alamance Eldercare	\$52,727
Caswell	Alamance Eldercare*	\$12,811
Davidson	The Life Center	\$53,626
Davie	Davie County Senior Services	\$19,439
Forsyth	Senior Service of Forsyth, Inc.	\$90,540
	Shepherd Center of Winston Salem	\$29,725
Guilford	Senior Resources of Guilford	\$34,500
	Well Springs Solution	\$100,617
Montgomery	Montgomery County DSS	\$14,365
Randolph	Randolph Senior Adults Association	\$46,464
Rockingham	Adult Center for Enrichment d/b/a Well-Spring Solutions	\$35,036
Surry	Surry Health and Nutrition	\$29,071

ACTION ITEM #7 CONTINUED

Supportive Services – Senior Center Technology Project

Title III B Supportive Services dollars were taken off the top to support the project

Funding will be provided to senior centers to purchase smart phones that will be used by older adults with limited or no understanding of how to use. Training will be provided that will teach basic use so that the individual can connect to family and friends using facetime, or other chat features. Phones will be on loan during the training period.

County	Provider	Award Amounts
Alamance	J.R. Kernodle Senior Center	\$12,250
Caswell	Caswell County Senior Services	\$12,250
Davidson	Davidson County Senior Services – Lexington Senior Center	\$12,250
	Davidson County Senior Services – Thomasville Senior Center	\$12,250
Davie	Davie County Aging and Adult Services	\$12,250
Forsyth	Shepherd Center of Kernersville	\$12,250
	Shepherd Center of Winston Salem	\$12,250
	Salvation Army CiVIC Center	\$12,250
Guilford	Senior Resources of Guilford – Evergreen Lifestyle Center	\$12,250
	Smith Active Adult Center	\$12,250
	Roy B. Culler Senior Center	\$12,250
Montgomery	Troy/Montgomery Senior Center	\$12,250
Randolph	Randolph Senior Adults Association	\$12,250
	Liberty Senior Center	\$12,250
	Archdale Senior Center	\$12,250
	Randleman Senior Center	\$12,250
Rockingham	Garden of Eden Senior Center	\$12,250
	Madison/Mayodan Senior Center	\$12,250
	RCARE	\$12,250
Stokes	Walnut Cove Senior Center	\$12,250
	King Center Senior Center	\$12,250
Surry	YVEDDI-Surry County Senior Center	\$12,250
	Pilot Mountain Senior Center	\$12,250
Yadkin	Yadkin County Senior Centers (more centers than available funds)	\$27,410

ACTION ITEM #8

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

TO: PTRC Executive Committee
FROM: Matt Reece, Assistant Director
DATE: October 7, 2020
RE: Request to authorize a new classification

It is the responsibility of department directors to make the Executive Director aware of situations when a new classification of work is needed to meet operational demands. The Workforce Development Department requests the consideration of a classification to serve in a senior role connecting the operations of workforce development from jobseeker through business connection. This role will act as a liaison between programmatic and business engagement positions in order to create streamlined processes and consistency in implementation. *Table 1* provides the classification title and proposed assignment to grade.

Table 1. Requested new class:

Grade	Title	Minimum	Pay Target	Maximum
22	Workforce Program and Operations Lead	47,122	61,267	75,390

PTRC will post this position internally to the Workforce Development staff and will re-allocate the successful incumbent's position to this purpose. No additional positions are requested. This action makes it possible to promote an existing staff member into the role of Workforce Program and Operations Lead.

The description of work is that an employee in this class serves as a operational lead connecting programmatic direction with business engagement. Work includes working with partners, staff, and NCWorks contractors to streamline and grow Workforce Development programs, services and initiatives. Work often involves using data driven performance measures to improve and develop processes and initiatives. The employee must exercise creativity, initiative and independent judgment. The employee performs work directly related to internal processes which improve business engagement to connect with industry partners and connect programmatic direction with local industry needs. Significant duties include; synthesizing collected information for further review and to be used for content or process development or decision making, seeking to drive partnerships and collaboration with NCWorks Career Center staff and the workforce development board, preparing training/resources for workforce development board staff to better understand services, processes and/or opportunities, and maintaining regular data reporting to ensure data-driven decision-making for projects, initiatives, and strategies of the workforce development board. Regular responsibilities include partnering with Career Center and other Board Staff to create a Workforce Development brand and marketing material. This work is also developing a variety workforce development program communication materials in digital, print, and multi-media formats. Work is supervised and evaluated by the Workforce Program Manager.

The work requires a comprehensive knowledge of the Piedmont Triad Workforce Development Program. This knowledge must be applied along with a high level of competency with information technology applications including the ability to create and maintain databases. Skills

ACTION ITEM #8 CONTINUED

in collecting and managing data and conducting research is needed to complete assignments. There is an emphasis on organizational skills and the ability to arrange events and logistics with consideration for a variety of details. The ability to write and proofread copy for materials along with strong communication and interpersonal skills will be used regularly. Considerable knowledge of MS Office Suite and NCWorks online is required. Individual must be able to work independently. Individual should convey a professional and command presence during partnership development and ongoing project engagement with stakeholders. Work requires a bachelor's degree in business, marketing, or a related field. Considerable experience is needed with talent identification and recruitment solutions for employers. Professional experience should demonstrate business acumen and understanding in order to successfully conduct and prepare strategic communications with professionals across multiple disciplines. Any combination of education and experience sufficient to provide the knowledge, skills, and abilities needed to perform the work and assignments of the position would be accepted.

The Executive Director concurs and recommends the adoption of this change to the PTRC pay plan. For your reference, the assignment of classifications to salary grades is enclosed with the proposed changes incorporated, see *Table 2*.

ACTION ITEM #8 CONTINUED

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

<i>Title</i>	<i>Grade</i>	<i>Minimum</i>	<i>Pay Target</i>	<i>Maximum</i>	<i>DI</i>
General Staff	9	\$15,080.00		\$31,668.00	
Intern	9	\$15,080.00		\$31,668.00	
Office Assistant	12	\$28,923.44	\$37,600.47	\$46,277.50	\$1,084.63
Mobile Unit Operator	13	\$30,380.17	\$39,479.44	\$48,599.82	\$1,137.41
CD Program Intake I	13	\$30,380.17	\$39,479.44	\$48,599.82	\$1,137.41
CD Program Intake II	14	\$31,900.23	\$41,463.97	\$51,027.70	\$1,195.47
Database Technician	14	\$31,900.23	\$41,463.97	\$51,027.70	\$1,195.47
Program Assistant	14	\$31,900.23	\$41,463.97	\$51,027.70	\$1,195.47
CD Program Specialist I	15	\$33,483.63	\$43,532.94	\$53,582.26	\$1,256.16
Accounting Technician I	15	\$33,483.63	\$43,532.94	\$53,582.26	\$1,256.16
Maintenance Technician	16	\$35,151.48	\$45,707.48	\$56,263.48	\$1,319.50
Workforce Program Assistant	17	\$36,924.89	\$47,987.58	\$59,071.38	\$1,382.84
Aging MIS Specialist	17	\$36,924.89	\$47,987.58	\$59,071.38	\$1,382.84
Accounting Technician II	17	\$36,924.89	\$47,987.58	\$59,071.38	\$1,382.84
CD Administrative Coordinator	18	\$38,761.63	\$50,394.34	\$62,027.06	\$1,454.09
CD Program Specialist II	18	\$38,761.63	\$50,394.34	\$62,027.06	\$1,454.09
Contracts Accountability Spec	19	\$40,703.94	\$52,906.67	\$65,130.52	\$1,525.34
CD Project Inspector I	19	\$40,703.94	\$52,906.67	\$65,130.52	\$1,525.34
District Resource Center Coord	20	\$42,730.69	\$55,566.78	\$68,381.77	\$1,604.51
CD Project Inspector II	20	\$42,730.69	\$55,566.78	\$68,381.77	\$1,604.51
Workforce Program Specialist	20	\$42,730.69	\$55,566.78	\$68,381.77	\$1,604.51
Clerk to the Board	21	\$44,884.11	\$58,332.46	\$71,801.91	\$1,681.04
HR Analyst	21	\$44,884.11	\$58,332.46	\$71,801.91	\$1,681.04
Aging Program Planner	21	\$44,884.11	\$58,332.46	\$71,801.91	\$1,681.04
Family Caregiver Support Spec	21	\$44,884.11	\$58,332.46	\$71,801.91	\$1,681.04
Workforce Program Coord	21	\$44,884.11	\$58,332.46	\$71,801.91	\$1,681.04
Long Term Care Ombudsman	21	\$44,884.11	\$58,332.46	\$71,801.91	\$1,681.04
Accountant	21	\$44,884.11	\$58,332.46	\$71,801.91	\$1,681.04
Workforce Business Svcs Coord	21	\$44,884.11	\$58,332.46	\$71,801.91	\$1,681.04
Regional Planner I	21	\$44,884.11	\$58,332.46	\$71,801.91	\$1,681.04
Pretrial Release Coordinator	21	\$44,884.11	\$58,332.46	\$71,801.91	\$1,681.04
Community Engagement Spec	21	\$44,884.11	\$58,332.46	\$71,801.91	\$1,681.04
CD Project Coordinator	21	\$44,884.11	\$58,332.46	\$71,801.91	\$1,681.04
Strategic Initiatives Coord	21	\$44,884.11	\$58,332.46	\$71,801.91	\$1,681.04
Project Reentry Coordinator	22	\$47,121.98	\$61,267.02	\$75,390.95	\$1,768.13
Workforce Program & Ops Lead	22	\$47,121.98	\$61,267.02	\$75,390.95	\$1,768.13
Management Analyst	23	\$49,486.53	\$64,328.26	\$79,170.00	\$1,855.22
CD Supervisor	23	\$49,486.53	\$64,328.26	\$79,170.00	\$1,855.22
Long Term Care Sr Ombudsman	23	\$49,486.53	\$64,328.26	\$79,170.00	\$1,855.22
Regional Planner II	23	\$49,486.53	\$64,328.26	\$79,170.00	\$1,855.22
Accountant Senior	23	\$49,486.53	\$64,328.26	\$79,170.00	\$1,855.22
Community Resource Spec Supv	24	\$51,956.63	\$67,537.29	\$83,117.94	\$1,947.58
Special Projects Manager	24	\$51,956.63	\$67,537.29	\$83,117.94	\$1,947.58
Information Data Svcs Manager	25	\$54,553.41	\$70,915.21	\$87,277.01	\$2,045.23
Regional Planner Senior	26	\$57,276.86	\$74,462.02	\$91,647.19	\$2,148.15
Workforce Program Manager	27	\$60,148.09	\$78,177.74	\$96,228.50	\$2,253.71
Regional Planning Asst Dir	27	\$60,148.09	\$78,177.74	\$96,228.50	\$2,253.71
IT Manager	28	\$63,145.99	\$82,083.46	\$101,042.03	\$2,367.18

ACTION ITEM #8 CONTINUED

Finance Assistant Director	29	\$66,312.79	\$86,200.30	\$106,087.80	\$2,485.94
Area Agency on Aging Director	34	\$84,616.90	\$110,014.63	\$135,391.26	\$3,174.72
CD Director	34	\$84,616.90	\$110,014.63	\$135,391.26	\$3,174.72
Workforce Program Director	34	\$84,616.90	\$110,014.63	\$135,391.26	\$3,174.72
Regional Planning Director	34	\$84,616.90	\$110,014.63	\$135,391.26	\$3,174.72
Criminal Justice Prg Director	34	\$84,616.90	\$110,014.63	\$135,391.26	\$3,174.72
Finance Director	34	\$84,616.90	\$110,014.63	\$135,391.26	\$3,174.72
Assistant Director	37	\$97,945.32	\$127,366.16	\$157,740.00	\$3,677.60

ACTION ITEM #8 CONTINUED

Workforce Program and Operations Lead

FLSA Status:

Approval Date:

General Statement of Duties

To serve in a senior role connecting the operations of workforce development from jobseeker through business connection. This role will act as a liaison between programmatic and business engagement positions in order to create streamlined processes and consistency in implementation.

Distinguishing Features of the Class

An employee in this class serves as a operational lead connecting programmatic direction with business engagement. Work includes working with partners, staff, and NCWorks contractors to streamline and grow Workforce Development programs, services and initiatives. Work often involves using data driven performance measures to improve and develop processes and initiatives. Employee must exercise creativity, initiative and independent judgment. Performs work directly related to internal processes which improve business engagement to connect with industry partners and connect programmatic direction with local industry needs. Work requires the exercise of discretion and independent judgment involving the comparison and the evaluation of possible courses of conduct and acting or making a decision after the various possibilities have been considered. Work is supervised and evaluated by the Workforce Program Manager.

Duties and Responsibilities

Synthesizes collected information for further review and to be used for content or process development or decision making.

Seeks to drive partnerships and collaboration with NCWorks Career Center staff and the workforce development board.

Prepares training/resources for workforce development board staff to better understand services, processes and/or opportunities.

Maintains regular data reporting to ensure data-driven decision-making for projects, initiatives, and strategies of the workforce development board.

Partners with Career Center and other Board Staff to create a Workforce Development brand and marketing material. Develops a variety workforce develop program communication materials in digital, print, and multi-media formats.

Plans delivery of materials and information to community and industry partners by arranging meetings or training, coordinates slideshow or printing of resource and strategy for delivery.

ACTION ITEM #8 CONTINUED

Assists with developing local area policies and compliance guidelines.

Assists in creating and establishing oversight measures to develop a structure for reviewing programmatic processes and documenting outcomes focused on Career Center contractor performance.

Performs other duties as needed.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Work requires a high level of competency with information technology applications ability to create and maintain databases; skilled at collecting and managing data and conducting research. There is an emphasis on organizational skills and the ability to arrange events and logistics with consideration for a variety of details; ability to write and proofread copy for materials along with strong communication and interpersonal skills. Considerable knowledge of MS Office Suite and NCWorks online is required. Individual must be able to work independently. Individual should convey a professional and command presence during partnership development and ongoing project engagement with stakeholders.

Physical Requirements

Work in this position is generally inside. Must be able to perform light work exerting up to 20 pounds of force occasionally. Individual must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Minimum Education and Experience

Work requires a Bachelor's degree in business, marketing, or a related field. Considerable experience is needed with talent identification and recruitment solutions for employers. Professional experience should demonstrate business acumen and understanding in order to successfully conduct and prepare strategic communications with professionals across multiple disciplines. PTRC is seeking a combination of education and experience sufficient to provide the knowledge, skills, and abilities needed to perform the work and assignments of the position.

Special Requirements

Special requirements include a valid North Carolina Driver's License, passing the pre-employment drug screen and background screening process. Travel throughout 12-county region is required. Other travel may be required on occasion.

ACTION ITEM #9

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Michael Blair, Community Development Director
DATE: October 7, 2020
RE: HUD FY2020 Healthy Homes and Weatherization Cooperation Demonstration

The Department of Housing and Urban Development has released the date for a new demonstration grant limited to active Weatherization Programs (Wx) and active Lead Safe Housing Program. The program will award \$1,000,000 to programs (six nationally) that will show how cooperation can better serve low income households when it comes to energy assistance, lead based hazard reduction, and healthy homes improvements. Typically program rules of various housing grants (Wx, Lead, Rehab) make joint work problematic. This can include how a property is approved for service; who is being served by priority and income; and what disqualifying repairs may make work impossible.

The PTRC has the Weatherization grant in Guilford County including inside Greensboro; the City of Greensboro has just been awarded a new 3 year Lead grant making this an eligible application. The PTRC Community Development Department Staff requests Executive Committee approval to move forward with the PTRC applying for funds for HUD FY2020 Healthy Homes and Weatherization Cooperation Demonstration grant due November 9, 2020.

The grant includes a maximum amount of grant funds that can be used for all hazard control and energy conservation activities in a single housing unit which is limited to \$30,000. The funding is split up three ways.

- Costs related to the assessment and control of lead-based paint and other housing-related hazards are limited to \$15,000 for lead hazard reduction;
- \$5,000 for healthy home hazard reduction and;
- conducting energy audits and the implementation of energy conservation measures and the remediation of weatherization-related health and safety hazards are limited to a maximum of \$10,000 per home.

The grant also includes evaluation of the Wx, Lead, HH, work related to health impacts on various issues like asthma and other conditions exacerbated by environmental triggers like mold, dust and lead. Partners will be selected based on their past and current work within the "housing and health" field. The City of Greensboro Lead Program would be the primary partner however the PTRC would act as the applicant and grantee should the grant be successful.

ACTION REQUESTED: The PTRC Community Development Department is requesting approval from the board to move forward with applying for the HUD FY2020 Healthy Homes and Weatherization Cooperation Demonstration grant.

Meeting Dates 2020

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 5, 2020	February 19, 2020 cancelled
March 4, 2020	March - none
April 1, 2020	April 15, 2020 cancelled
May 6, 2020	May - none
June 3, 2020	June 17, 2020
July - none	July - none
August 5, 2020 cancelled	August 19, 2020 cancelled
September 2, 2020	September - none
October 7, 2020	October 21, 2020
November 4, 2020	November - none
December 2, 2020	December 16, 2020



September 8, 2020

A self-supporting
public agency

Mr. Matthew Dolge, Executive Director
Piedmont Triad Regional Council of Governments
1398 Carrollton Crossing Drive
Kernersville, NC 27284-3896

Scott Farmer
Executive Director

Dear Mr. Dolge:

PO Box 28066
Raleigh, NC
27611-8066

Per to our records, Piedmont Triad Regional Council of Governments (PTRC) has met all requirements to close out its 2016 Essential Single-Family Rehabilitation Loan Pool project (Funding Agreement ESFRLP1622-Davie County).

3508 Bush Street
Raleigh, NC
27609-7509

The thirteen dwelling units rehabilitated with Program funds will enhance the lives of the occupants and the appearance of their communities. We congratulate you on this accomplishment.

Tel. 919-877-5700
Fax. 919-877-5701
www.nchfa.com

No additional ESFR reporting is required for this project. However, ESFR awards are funded with Federal funds from the HOME Investment Partnerships Program; therefore, you will be required to remit and/or report specific financial information as referenced in the Financial Audit Requirements section of the Program Guidelines (PG 3.8).

Accompanying this letter please find the informational sheet regarding financial audit reporting requirements. To help assure audit reporting compliance, please forward this information to the person who coordinates your annual audit.

Additionally, please note that Program records must be retained for at least five years from the date of this project closeout letter. Therefore, please retain the Program records until at least September 8, 2025 (PG 3.6).

Thank you for your part in the success of the Essential Single-Family Rehabilitation Program.

Sincerely,

Michael Handley
Manager of Home Ownership Rehabilitation and Compliance

- cc: Mr. Michael Blair, Housing Director
- Ms. Rebecca Ashby, Housing Grants Coordinator
- Mr. John Quiros, Housing Rehab Specialist
- Ms. Ashley Pendley, Housing Program Assistant