



Executive Committee

Minutes

Wednesday, May 4, 2022

Hybrid Attendance (In Person and ZOOM)

Members Present:

Councilwoman Marikay Abuzuaiter, City of Greensboro (Z)
Commissioner Kevin Austin, Yadkin County
Alderwoman Renee Bryant, City of Randleman (Z)
Council Member Jane Cole, City of King (Z)
Mayor Rick Cross, Town of Bermuda Run
Mayor Pro Tem Monta Davis-Oliver, Town of Yadkinville (Z)
Commissioner Fleming El-Amin, Forsyth County
Commissioner Benita Finney (Z)
Mayor Alvin Foster, Town of Yanceyville
Chairman Darrell Frye, Randolph County
Councilman Victor Jones, City of High Point (Z)
Council Member Dwight Lake, Town of Mayodan
Councilman John Larson, City of Winston-Salem
Councilwoman Peggy Leight, Town of Walkertown (Z)
Alderwoman Yvonne Maizland, Town of Gibsonville
Commissioner Rick Morris, Stokes County
Commissioner Scott Needham, Town of Pilot Mountain (Z)
Commissioner Damon Prince, Town of Troy (Z)
Commissioner Mark Richardson, Rockingham County
Commissioner John Shaw, Montgomery County (Z)
Commissioner Don Truell, Davidson County
Mayor Larry Ward, Town of Denton
(Z) Denotes attendance via ZOOM

Members Absent:

Council Member Jim Butler, City of Burlington
Commissioner Carly Cooke, Guilford County
Commissioner Nathaniel Hall, Caswell County
Commissioner Terry Renegar, Davie County
Mayor Emily Sharpe, Town of Elon
Commissioner Van Tucker, Surry County
Commissioner Craig Turner, Alamance County

Chairman Alvin Foster welcomed the PTRC Executive Committee and called the meeting to order at 12:01 p.m. The meeting was held virtually via Zoom in addition to in person attendance. Mr. Foster requested a moment of silence and then led the Executive Committee in the Pledge of Allegiance.

1) Presentation: Workforce Development Board System Alignment Study, Ms. Wendy Walker-Fox, Workforce Development Director

- a) In November 2021, the NCWorks Commission, requested the Governance and System Alignment Committee conduct a study on the workforce system. The Committee was charged specifically to review the arrangement of local workforce development boards (WDB), with an end goal of being able to better support economic development across the state. That report was approved by the NCWorks Commission on March 30, 2022 and contained 8 guiding principles.
- b) This study stems from the current labor market conditions which include an aging, retiring workforce, great resignation and overall lower participation in the workforce.
- c) There are currently 23 (soon to be 22) workforce development boards across the state. Our WDB covers Caswell, Davie, Forsyth, Rockingham, Stokes, Surry and Yadkin counties. This current configuration leads to varied operational and procedural implementations. Management oversight and economic priorities differ across county lines. Counties for current boards are located in as many as 3 different Prosperity Zones which creates barriers to connecting with state economic development priorities. The current framework puts many rural and single county WDBs at a disadvantage for obtaining WIOA frontline service contractors.
- d) The NCWorks Commission is not mandating a particular map or a certain number of local workforce areas, but providing an invitation for local elected officials to align local areas in a way that meets the needs of their regions. The Commission is keenly aware that realignment only happens with the agreement of local elected officials in a given workforce area. However, the hope is that local officials will continue to work together to determine the structure and makeup of their local workforce boards in accordance with federal law.
- e) A discussion surrounding workforce development was held.
- f) At the last Board of Delegates meeting a work group was formed to discuss this possible realignment. Mr. Kevin Austin will chair this group. We have invited all 12 counties to meet next week to discuss this opportunity.

- g) A general consensus was made that a regional collaboration in workforce development comes with many pros. The discussion is worth having.

2) Action Item: Request for approval of the April 6, 2022 PTRC Executive Committee minutes, Mr. Alvin Foster, Chair

3) Action Item: Information on Fringe Benefit, Indirect & Occupancy Cost Allocations Plans for Fiscal Year 2022 – 2023, Mr. Jarrod R. Hand, Finance Director

- a) Finance Department attached the Fringe Benefit, Indirect and Occupancy Cost Allocation Plans for fiscal year 2022 – 2023 for your review and approval. The plans are based on current operations with fringe benefit rate of 47.50% and indirect cost rate of 27.00%. The occupancy cost rate is remaining at \$18 per square foot.
- b) We will see a 2.75% decrease in the fringe rate due to a 5% decrease in health insurance. Another cost driver in the fringe rate is the retirement fund which is increasing.
- c) The indirect was 1.5% decrease. Mr. Matthew Dolge added that our building is a 15 year note and we just made our 9th payment. We have six years left.
- d) The full Fringe Benefit, Indirect & Occupancy Cost Allocations plans can be found at www.ptrc.org or by emailing kmitchell@ptrc.org.

4) Action Item: Request approval to enter into a \$50,000 sole source contract with Community Advocacy Research & Evaluation Consulting Group (CARECG), Inc. to provide guidance and support in the development of policy and practice recommendations, Ms. Wendy Walker-Fox, Workforce Development Director

- a) The Appalachian Regional Commission (ARC) awarded \$5.5 million to 17 projects through Investments Supporting Partnerships in Recovery Ecosystems (INSPIRE), an initiative addressing Appalachia's substance use disorder (SUD) crisis through projects that create or expand a recovery ecosystem leading to workforce entry or re-entry. The Piedmont Triad Regional Council was awarded a \$50,000 planning grant. This was the only grant awarded in North Carolina.
- b) This funding will support the SUD recovery-to-employment continuum by training and certifying recovery specialists, establishing cross-sector community recovery partnerships, expanding peer recovery support networks, launching recovery-to-work programs with a full spectrum of coordinated support services, and more. PTRC partnered with the Surry County Opioid Response Team on this project.

- c) The goal is to address the substance use disorder crisis by creating or expanding a recovery ecosystem that will lead to workforce entry or re-entry. This ecosystem will support the need for stronger recovery-focused networks and the development of private-public partnerships and wrap around services that create, ensure, and sustain opportunities for individuals in the recovery from SUD to re-entry and remain employed in the workforce.
- d) PTRC is looking to partner with Community Advocacy Research & Evaluation Consulting Group (CARECG), Inc. to complete this work. CARECG will be responsible for completing each of the work tasks within 9-10 months to achieve the specific deliverables:
 - i) participating in periodic steering committee meetings with PTRC and any other key meetings;
 - ii) making public presentations of the project methods and results;
 - iii) providing technical support presenting the results of existing conditions and needs analytics, public outreach, alternatives analysis, and feasibility analysis of the preferred options; and
 - iv) produce and provide a consistent review of the 5-year implementation and evaluation plans

5) Action Item: Request to adjust the Assignment of Classifications to Grades, Mr. Matt Reece, Assistant Director

- a) The labor shortage has impacted PTRC's ability to recruit employees. The number of applications received for positions has dropped greatly. We currently have 3 applications for the position of Administrative Intern. We have opened this position with the intent to recruit potential employees into PTRC prior to graduation. The Piedmont Triad and the Charlotte region tied for the fewest number of employees available per job opening at 0.7. See graph 1 below for further details. We anticipate 2023 to continue to be competitive. PTRC experienced 8 turnovers of the 19 year-to-date due to other employment opportunities this fiscal year.
- b) Therefore, four changes are requested.
 - i) Adjust the pay ranges 6%. This will adjust minimum, pay target, maximum, and developmental increase values.
 - ii) Two classifications Technology Solutions Administrator and Finance Director lag behind our desired market placement with the 6% adjustment. A two grade and one grade increase is recommended respectively for these classifications.
 - iii) The external comparison group of 10 counties, not Caswell or Stokes Counties, and municipalities 10,000 or greater in populations show average

ratio of actual salary over entry salary of 20%. PTRC's score is 6%. 38 of our 97 positions are at the minimum of the salary range.

- iv) Add the classification CD Training Center Coordinator at grade 22.
- c) PTRC's Weatherization Training Center has been an extreme success. A year and half ago we started an internal resource for staff training and education. Now the center is a statewide resource and development into a Southeast region source for technical training in weatherization and energy auditing. Page 27 of the 2020-2021 PTRC annual report offers more details. Given the success of the training center we need to recognize the one position working to coordinate and develop programming for the training center.
- d) To see the full memo visit www.ptrc.org or email kmitchell@ptrc.org.
- e) There has been a correction made to the original memo. That updated table can be found here:

Schedule of Bi-weekly Development Increases			
Grade	2080	1560	1000
10	46.88	35.16	22.54
11	49.18	36.89	23.65
12	51.73	38.80	24.87
13	54.15	40.61	26.03
14	57.06	42.79	27.43
15	59.97	44.97	28.83
16	62.99	47.25	30.29
17	66.14	49.61	31.80
18	69.41	52.06	33.37
19	72.93	54.70	35.06
20	76.68	57.51	36.87
21	80.20	60.15	38.56
22	84.56	63.42	40.65
23	88.68	66.51	42.63
24	93.04	69.78	44.73
25	97.52	73.14	46.88
26	102.61	76.96	49.33
27	107.70	80.77	51.78
28	113.03	84.77	54.34
29	118.72	89.04	57.08
30	124.66	93.49	59.93
31	130.96	98.22	62.96
32	137.38	103.03	66.05
33	144.28	108.21	69.37
34	151.55	113.66	72.86

35	159.30	119.48	76.59
36	167.30	125.47	80.43
37	175.54	131.65	84.39

- f) The minutes will need to be approved with this change from the original memo.
- g) Mr. Mark Richardson asked if this should be expected across the board. Mr. Reece answered yes, 5-8% increases are expected. We have never seen a market as aggressive as it is now.
- h) Mr. Fleming El-Amin asked how this affects the 37 positions at minimum range. Mr. Reece answered that we have planned for compression. We have a salary cap on what we can offer so making these adjustments will give us room to negotiate.
- i) The cost of these changes is \$167,392 in base salary with an average employee change of 6.7%. The proposed fiscal year 2022-2023 budget can accommodate that additional cost. The Executive Director concurs and recommends the adoption of these changes.

6) Action Item: Request for approval of the PTRDC Board Member Appointments for Davie County, Mr. Jesse Day, Regional Planning Director

- a) Mr. Terry Renegar’s term expired in January of this year. Davie County appointed Mr. James Blakley to represent Davie County. His term will expire in January 2025.

7) Action Item: Request for approval for sole source bids on Rehabilitation Projects, Mr. Michael Blair, Community Development Director

- a) The PTRC Community Development Department Single Family Rehabilitation Program is currently underway in all of our ESFR Counties (all PTRC counties with the exception of Forsyth County). However due to rising costs of supplies, rises in gas prices and the distance of some of our Counties from the general location of our approved contractors, we have run into issues with contractors attending our pre-bid conferences and thereby, issues with receiving enough bids to complete rehabilitation on many of the approved units.
- b) While we send invitations to bid to all 19 of our approved contractors, we may have only a few show up to bid, and even then, may not get any bids. We have surveyed our contractors to find out some of the reasons for not bidding and those responses are consistent with our opening comment.
- c) We have several (7) current properties that have only received one bid from a contractor. The department is requesting permission to allow one bid projects to complete this work for the low income homeowners. Failure to approve these

bids will result in the work not getting completed and the homes will continue to deteriorate.

8) NEW BUSINESS Action Item: Approval to provide cost share from 20% of Jennifer Bedrosian's food system coordinator time for 1.5 years for a total of \$36,270 for the USDA Regional Food System Partnership Grant: Fostering & Sustaining NC's Regional Food Economies, Mr. Jesse Day, Regional Planning Director

- a) A proposal led by Community Food Strategies - a project of the Center for Environmental Farming Systems - to the USDA Regional Food System Partnership grant would support food councils and local governments in North Carolina (NC) to engage more directly and strategically in support of regional food supply chain and value chain development. Increasing federal and state-level resources provided in the short-term to local food markets and increased institutional engagement.
- b) Community Food Strategies is looking to partner with the Piedmont Triad Regional Council and other COGs in the State including Land of Sky Regional Council, Southwest Commission, Triangle J COG, Upper Coastal Plain COG and the Kerr Tar COG to focus on the following objectives in each food shed:
 - i) Objective 1: Strengthen and focus strategic food system stakeholders to engage more strategically to improve regional food economies.
 - ii) Objective 2: Conduct economic impact assessments and create financial sustainability strategies for regional food value chain and infrastructure projects.
 - iii) Objective 3: Support three regional foodshed development models that leverage both the purchasing power of urban markets and rural farm/food assets to create opportunities for economic development across all counties and plan for food infrastructure needs.
 - iv) Objective 4: Empower, connect, and engage food councils across the state to be strong voices to food economic justice solutions.
- c) The regionalist approach to food systems that the PTRC has worked on over the last several years will help inform the work across the State. In addition, these funds would allow continued funding in this important work beyond the existing investment time frame that Blue Cross and Blue Shield has invested in the region. This investment would continue our work in an equitable, resilient, and sustainable food system. The grant will be submitted by Community Food Strategies May 16, 2022 on behalf of the consortium above.

9) Roll Call vote for the Above-mentioned Action Items 2-8

- a) A motion was made by Mr. Dwight Lake.

- b) The motion was seconded by Ms. Marikay Abuzuaiter.
- c) Roll call vote- Ayes: Councilwoman Marikay Abuzuaiter, Commissioner Kevin Austin, Alderwoman Renee Bryant, Council Member Jane Cole, Mayor Rick Cross, Mayor Pro Tem Monta Davis-Oliver, Commissioner Fleming El-Amin, Commissioner Benita Finney, Mayor Alvin Foster, Chairman Darrell Frye, Councilman Victor Jones, Council Member Dwight Lake, Councilman John Larson, Councilwoman Peggy Leight, Alderwoman Yvonne Maizland, Commissioner Rick Morris, Commissioner Scott Needham, Commissioner Damon Prince, Commissioner Mark Richardson, Commissioner John Shaw, Commissioner Don Truell, Mayor Larry Ward.
- d) Nays: none
- e) Action Items 2-8 are approved.

10) Executive Director’s Report, Matthew Dolge, Executive Director

- a) Mr. Dolge stated that we feel very positive about our Fringe and Indirect plans. We will present the full budget at our next Executive Committee meeting. At the June Board of Delegates meeting we will hold a public hearing and then present the full budget. The next two meetings are very importance for attendance.
- b) This week we took part in the Build Back Better Regional Challenge (BBBRC) Founders Forum. It was a great event and it inspired us to hold our own regional Founders Forum. That event will be in June or July. We are also looking at facilitating quarterly meetings to better coordinate efforts across the region.
- c) The Governor’s Emergency Order expires June 30th. That order allowed us to hold hybrid meetings so we may look at amending our bylaws so we can continue.

11) Around the Region

- a) Ms. Yvonne Maizland invited everyone to Gibsonville this Saturday the 7th for Gospel Fest.
- b) Mr. Scott Needham announced that May Fest is back in Downtown Pilot Mountain! It will be held May 6th-8th.
- c) Mr. Fleming El-Amin stated the Film Festival is going on now in Winston Salem.

12) Mr. Foster expressed appreciation to Matthew and his staff for their exceptional work. It is good to see everyone and be together. We will see you all again at the full Board of Delegates meeting on the 20th. There being no other business, the meeting was adjourned with general consensus at 1:02 p.m.

Alvin Foster, PTRC Chair

Katie Mitchell, Clerk to the Board