



Executive Committee

Minutes

Wednesday, June 1, 2022

Hybrid Attendance (In Person and ZOOM)

Members Present:

Councilwoman Marikay Abuzuaiter, City of Greensboro
Commissioner Kevin Austin, Yadkin County
Alderwoman Renee Bryant, City of Randleman (Z)
Commissioner Carly Cooke, Guilford County (Z)
Mayor Pro Tem Monta Davis-Oliver, Town of Yadkinville (Z)
Mayor Alvin Foster, Town of Yanceyville
Chairman Darrell Frye, Randolph County
Commissioner Nathaniel Hall, Caswell County
Councilman John Larson, City of Winston-Salem
Councilwoman Peggy Leight, Town of Walkertown (Z)
Alderwoman Yvonne Maizland, Town of Gibsonville (Z)
Commissioner Rick Morris, Stokes County
Commissioner Scott Needham, Town of Pilot Mountain (Z)
Commissioner John Shaw, Montgomery County (Z)
Commissioner Don Truell, Davidson County
Commissioner Van Tucker, Surry County (Z)
Commissioner Craig Turner, Alamance County (Z)
(Z) Denotes attendance via ZOOM

Members Absent:

Council Member Jim Butler, City of Burlington
Council Member Jane Cole, City of King
Mayor Rick Cross, Town of Bermuda Run
Commissioner Fleming El-Amin, Forsyth County
Commissioner Benita Finney
Councilman Victor Jones, City of High Point
Council Member Dwight Lake, Town of Mayodan
Commissioner Damon Prince, Town of Troy
Commissioner Terry Renegar, Davie County
Commissioner Mark Richardson, Rockingham County
Mayor Emily Sharpe, Town of Elon
Mayor Larry Ward, Town of Denton

Chairman Alvin Foster welcomed the PTRC Executive Committee and called the meeting to order at 12:02 p.m. The meeting was held virtually via Zoom in addition to in person attendance. Chairman Foster gave a special welcome to Ms. Marikay Abuzaiter and Mr. Nate Hall. Mr. Foster requested a moment of silence and then led the Executive Committee in the Pledge of Allegiance.

1) Action Item: Request for approval of the May 4, 2022 PTRC Executive Committee minutes, Mr. Alvin Foster, Chair

2) Action Item: Request to authorize receipt of \$60,000 in WIOA funds, to be expended by June 30, 2022 to provide services to Dislocated Workers in the PTRWDB 7-county Local Area, Ms. Wendy Walker-Fox, Workforce Development Director

- a) The NC Division of Workforce Solutions (DWS) has existing operational guidance allowing the voluntary transfer of WIOA funds between Local Workforce Development Areas. Per the guidance, Local Areas may negotiate a voluntary transfer of current Program Year funds with the approval of the Workforce Development Board Chairman and the Chief Local Elected Official of both Local Areas, and the concurrence of the Division of Workforce Solutions (DWS).
- b) Piedmont Triad Regional Workforce Development Board (PTRWDB) had the opportunity to receive \$60,000 in Dislocated Worker WIOA funding from the Eastern Carolina Workforce Development Board.
- c) This funding will support services for Dislocated Workers. Activities to include work-based learning, classroom training, and supportive services. In addition to direct provision of services, these funds will allow the PTRWDB the ability to bolster overall workforce funding and ensure continuation of service, as we face looming cuts to the workforce development budget.
- d) Mr. Darrell Frye asked if this is typical. Mr. Dolge stated that the dollar amounts seem higher than usual.

3) Action Item: Request authorization to submit the State Fiscal Year 2023 Aging Funding Plan and to enter into contracts with the North Carolina Division of Aging and Adult Services, county governments, and funded partners for the grant period July 1, 2022 – June 30, 2023, Ms. Adrienne Calhoun, Area Agency on Aging Director

- a) Each year the Piedmont Triad Regional Council Area Agency on Aging (PTRC/AAA) receives federal and state funds to support county programming for adults 60+ and their caregivers.
- b) The Home and Community Care Block Grant funds are administered by the PTRC AAA and are allocated to our 12 counties based on the North Carolina Intrastate Funding Formula (IFF). Funded Partners for HCCBG are recommended by County Aging Planning Committees and contracts are with PTRC/AAA and each county. A 10% local match, cash or in-kind, is required. HCCBG is adjusted based on population changes across the state.
- c) Legal Services are required and mandated by the Older Americans Act and distributed as indicated in the chart below. A 10% local match, cash or in-kind, is required. Contracts for

legal is between the provider and the PTRC/AAA. Following the PTRC Procurement Policy legal services will be procured.

- d) For Family Caregiver Support Program (FCSP), each county receives a base of \$5,000 and additional funds based on the population over age 70. No match required. Contracts for FCSP are between the provider and the PTRC AAA. FCSP services will be procured by following PTRC's Procurement Policy. All information will be posted on the PTRC website in coming weeks.
- e) For the charts showing individual allocations visit www.ptrc.org or email kmitchell@ptrc.org.

4) Action Item: Requesting authorization to enter into contract with three funded partners in the amount of \$150,000 each for the grant period June 1, 2022 – September 30, 2024, Ms. Adrienne Calhoun, Area Agency on Aging Director

- a) ARPA funds provide a unique opportunity to consider needs and service delivery that have the potential to respond to unmet needs of older adults and family caregivers. The PTRC AAA is taking a regional approach in distributing these funds-based on the priorities established by the North Carolina Division of Aging and Adult Services.
- b) Home Care Independence, based on the concept of Consumer Directed Services, is an option of In-home assistance using ARPA Supportive Services funds that offers potential consumers of service more direct control over who helps them, what help they need, how the help will be provided, and when they want the help provided. Home Care Independence uses a "Team Approach" to providing In-home Assistance. Members of the "Team" included are the participant, the representative, the personal assistant, the care advisor, and the financial management service. This is new to the region and will be monitored closely.
- c) The PTRC AAA has three ARPA Supportive Services Home Care Independence mini grants of \$150,000 each
 - i) Davidson County Department of Senior Services: \$150,000
 - ii) Davie County Division of Aging and Adult Services: \$150,000
 - iii) Montgomery Department of Social Services: \$150,000
- d) Mr. Dolge added that this is very much a money follows the person program. This is designed for places where it's difficult to receive services. Participants will have a care team that will work with them to design their care. The VA did a similar program and had great success. We hope this will be a model for others and will catch on more broadly.
- e) Mr. Frye asked if the money goes to PTRC or the county. Ms. Calhoun answered that it will go to the county to provide the service.
- f) Mr. Carly Cooke asked if there are any checks and balances on these services. Ms. Calhoun answered a core team of people are involved in this which makes a check built in. There will also be a care advisor that will keep in contact with both parties and provide a follow up to see if things are running effectively.

5) Action Item: Requesting authorization to enter into contract with funded partners for ARPA Family Caregiver Support Services grants for the grant period June 1, 2022 – September 30, 2024, Ms. Adrienne Calhoun, Area Agency on Aging Director

- a) ARPA funds provide a unique opportunity to consider needs and service delivery that have the potential to respond to unmet needs of older adults and family caregivers. The PTRC AAA is taking a regional approach in distributing these funds-based on the priorities established by the North Carolina Division of Aging and Adult Services.
- b) ARPA Family Caregiver Support funding provided an opportunity to create different grant offerings. The following were created and received:
 - i) Supportive Services Mini-Grant (offered 5 mini-grants of \$25,000 each = \$125,000) – received 5 RFAs totaling \$123,226: Handy man/yard work; assistive technology; home modifications/accessibility; personal emergency response system installation; incontinence supplies; liquid nutritional supplements; home delivered meals (temporary and specific); legal assistance; transportation; and other services as approved by DAAS.
 - ii) Respite Mini-Grants (offered 8 mini-grants of \$16,250 each = \$130,000) – received 3 RFAs totaling \$48,750: Services that provide caregivers with intermittent, occasional, and emergency supports or living arrangements for care recipients in order to provide a period of rest or relief from caregiving responsibilities.
 - iii) Older Adults as Relative Caregivers (offered three (3) mini grants of \$50,000 each = \$150,000) - received 2 RFAs totaling \$100,000: The goals of the FCSP are for caregivers to: be empowered through education; be informed of services available to them that can support their own well-being; and be connected to a support system that can help reduce their level of stress, social isolation, and caregiver burden.
 - iv) To view the ARPA FCSP RFA Proposals chart, visit www.ptrc.org or email kmitchell@ptrc.org.
 - v) Mr. Frye asked the selection process. Ms. Calhoun answered that each partner went through a procurement process. Applications were submitted and then reviewed. Every group that responded were funded because we didn't surpass the limit.

6) Action Item: Request authorization to enter into contract with Second Harvest Food Bank for the grant period ending September 30, 2022 for \$17,133 in Caswell County for Home Delivered Meals, Ms. Adrienne Calhoun, Area Agency on Aging Director

- a) Per a Federal Major Disaster Declaration (MDD) related to the Coronavirus pandemic, the Administration for Community Living (ACL) awarded supplemental funding from the Consolidated Appropriation Act, 2021. Food insecurity was a problem prior to COVID-19, but this issue has been exacerbated during the pandemic. Projects funded through Supplemental Nutrition Funding for Home Delivered Meals (HDC5) will address the needs of older adults experiencing food insecurity. The funding was made available following the PTRC Procurement Policy.
- b) The Caswell County Senior Services was awarded the funding in September 2021. To date the funding has not been spent and services have not been provided. Caswell County released the funding back to the PTRC/AAA for administration. PTRC/AAA contacted Second Harvest Food Bank to see if they would take the money and use it toward the home delivered meals routes that will serve the western part of the county under ARPA funds.

7) Action Item: Request for approval to amend PTRC Bylaws, Mr. Matthew Dolge, Executive Director

- a) As a local government, PTRC has been operating under the COVID-19 state of emergency issues by Governor Cooper. Additional flexibility for all local governments was codified by this order. Among the new powers granted, was a blanket procedure for governing boards to hold hybrid meetings (on digital platforms or with in person and remote participation). PTRC has been following these guidelines.
- b) The emergency order will lapse on June 30, 2022. With that lapse, all local governments must go back to following the meeting procedures outlined in their governing documents. PTRC's Bylaws allow for in-person meetings and entirely electronic meetings which can only be used for limited purposes and allow electronic voting. The Board has expressed a desire to continue to allow some level of remote participation after the current rule lapses, which will require a Bylaw change.
- c) The proposed changes to the Bylaws will provide for both current forms of meetings and add a hybrid meeting option. Ginger Booker, our attorney, drafted these for you to consider.
- d) To view the proposed amendment, visit www.ptrc.org or email kmitchell@ptrc.org.
- e) The recommendations on remote participation for Board of Delegates and Executive Committee meetings are based on articles by Frayda Bleustein at the UNC School of Government. (See especially <https://canons.sog.unc.edu/2021/07/public-meetings-after-the-lifting-of-the-state-level-state-of-emergency/>.)
- f) In this amendment you will also notice a few additional cosmetic changes i.e. "Council" being changed to "Board of Delegates".
- g) After discussion, the consensus was made to remove the portion regarding an in person quorum. We will make that change for the full Board of Delegates to review and approve at the June 15th meeting. A change to the Bylaws requires a two-thirds vote in the affirmative from the full Board.

8) Action Item: Request for approval for the Community Development Department to contract with GHHI for the Fall Prevention Program in Forsyth and Guilford Counties, Mr. Michael Blair, Community Development Director

- a) The PTRC has been asked to be a provider for a Fall Prevention program funded by BCBS and administered by Green and Healthy Homes Initiative (GHHI) a nonprofit based in Baltimore, Maryland.
- b) This program would make minor upgrades (grab bars, transition strips, rails, tub conversions to walk in, etcetera) to approximately 300 Elderly and Disabled BCBS members homes in Forsyth and Guilford. This is a part of a pilot project with three other BCBS areas in North Carolina.
- c) The program would be a joint venture between the Community Development and AAA departments. CD will do the repair work with our new direct services crew and AAA will provide client services. Per unit costs of approximately \$700 per member with approximately \$1,300 for staff time, travel, and indirect.

9) Action Item: Request for approval to apply for and receive \$25,376,653 in funds from the US Department of Transportation and administer the allocation of said funds, Mr. Jesse Day, Regional Planning Director

- a) The PTRC planning department requests to apply for and if successful receive up to \$25,376,653 from the US Department of Transportation for planning and construction funds for bicycle and pedestrian infrastructure in Jonesville and Elkin, located in Yadkin and Surry Counties respectively. The Multimodal Project Discretionary Grant (MPDG) has a stated goal of “improving and expanding the surface transportation infrastructure in rural areas.” Specifically, the proposal includes linking the towns of Elkin and Jonesville via construction of a bicycle and pedestrian bridge over the Yadkin River in addition to sidewalk, side path, and greenway construction and/or expansion throughout the two communities.
- b) The Multimodal Project Discretionary Grant common application (MPDG) provides Federal financial assistance to highway and bridge, intercity passenger rail, railway-highway grade and separation, wildlife crossing, public transportation, marine highway, and freight and multimodal projects, or groups of such projects, of national or regional significance, as well as to projects to improve and expand the surface transportation infrastructure in rural areas. The Department seeks to:
 - i) Fund projects under the MPDG common application that reduce greenhouse gas emissions and are designed with specific elements to address climate change impacts
 - ii) Award projects under the MPDG common application that address environmental justice, particularly for communities (including rural communities) that may disproportionately experience consequences from climate change and other pollutants.
 - iii) Award projects under the MPDG common application that proactively address equity and barriers to opportunity, including automobile dependence as a form of barrier, or redress prior inequities and barriers to opportunity.
- c) The request addresses the 80% share of project expenses to be paid by the federal government. Five million dollars has been requested from the North Carolina State Legislature to serve as match. The geography associated with the project is along the banks of the Yadkin River in Elkin and Jonesville and an expansion of bicycle and pedestrian facilities into southeast Jonesville. The project is supported by the towns of Elkin, Jonesville and Yadkin and Surry Counties.

10) Action Item: Request for Approval of Fourth Budget Revision for FY 2021-2022, Mr. Jarrod R. Hand, Finance Director

- a) The Finance Department requests approval of a revision to the fiscal year 2021-2022 budget of the Piedmont Triad Regional Council. This revision shows a net increase, from the third revised budget, of \$2,047,888.
- b) To view the revised Budget Ordinance and a summary of the changes by area, visit www.ptrc.org or email kmitchell@ptrc.org .
- c) It is recommended that the board adopt this budget revision to recognize a net increase of \$2,047,888 in the 2021-2022 budget.

- d) Changes are due to an increase in Administration due to the ARC Inspire grant. Under Crime Control, we see an increase in pass thru dollars from legislation. In Planning there is an increase in 205j projects and the Clean Water fund for the Dan River project. In the Workforce department we see an increase due to transfer of workforce dollars from other Workforce Boards. There was also an increase due to three different categories of ARPA funding under the Weatherization program.

11) Action Item: Request for Approval to Amend the Uniform Guidance Procurement Policy, Mr. Jarrod R. Hand, Finance Director

- a) The Finance Department requests approval to amend the micro-purchase definition and threshold outlined in the Uniform Guidance Procurement Policy approved September 25, 2018; effective July 1, 2018.
- b) The amendment is a change in the definition and threshold of the micro-purchase under the policy in accordance with the revisions to the Uniform Guidance (2 C.F.R. § 200.320(a)(1)) dated December 15, 2021 effective for fiscal years starting after this date. The current definition and threshold of micro-purchase is purchase contracts less than \$10,000 per transaction. The revision to the Uniform Guidance changes this definition to purchase contracts that the aggregate dollar amount of which does not exceed the micro-purchase threshold. The Uniform Guidance revisions authorize qualified low-risk auditees as outlined in § 200.520 for the most recent audit to increase the micro-purchase threshold to less than \$50,000. This change in threshold is only for the fiscal year-end June 30, 2023 and would require re-evaluation and approval annually. The re-evaluation is dependent on PTRC remaining a low-risk auditee.

12) Action Item: Request for Approval to Enter into Contract with Emphasys Computer Solution, Mr. Jarrod R. Hand, Finance Director

- a) The Finance Department requests approval to enter into contract with Emphasys Computer Solutions for conversion of PTRC's HUD Section 8 Housing Choice Voucher (HCV) program to a Software-as-a-Service agreement for \$51,516 (includes first year of licensing).
- b) The Finance and Community Development Departments evaluated three different software platforms for the HCV program to replace the current platform from MRI Lindsey. The current software is an old platform that requires a significant amount of manual procedures and external spreadsheets to manage the HCV program. The departments evaluated three software packages designed for the HCV program. All three packages were superior products to the current platform. Implementation costs for all three packages were comparable. Emphasys separated itself from the other competitors by providing robust functionality at less than half the price annually. Annual licensing cost starts at \$9,661 and increases 3% annually for the initial five-year term. The competitors started at \$22,620 or greater with similar annual increases. The Emphasys platform provides automated workflows for managing both landlords and tenants. In addition, Emphasys contains superior program management functionality for internal and external reporting.

13) Action Item: Request for Approval of Original Budget Ordinance for FY 2022-2023, Mr. Jarrod R. Hand, Finance Director

- a) The Finance Department requests approval of the original Budget Ordinance for fiscal year 2022-2023 budget of the Piedmont Triad Regional Council. This original Budget Ordinance shows a total budget of \$48,546,463; an increase of \$9,759,118 from the original Budget Ordinance for fiscal year 2021-2022.
- b) The Budget Packet which includes the Budget Ordinance and a summary of the budget by area can be found at www.ptrc.org or by emailing kmitchell@ptrc.org.
- c) Our biggest changes from last year's budget are due primarily to ARPA funding in Aging. You will also see an increase in the General Fund due to the new way we are handling dues following our audit. Our Weatherization Assistance Program also saw increases from ARPA and the infrastructure bill. Workforce Development will see a decrease due to a cut in state funding. The decrease in the Development Corporation is due to CARES funds ending. Planning will see increases due to rollover from the Build Back Better Regional Challenge (BBBRC). Housing Rehab will see the addition of five ESFRLP grants. The increase in Crime Control stems from pass thru dollars from the legislation to help the offender population. Administration Services will see twenty additional contracts. The decrease in Administration is secondary to ARC funding.
- d) Mr. Dolge stated that our budget does include the Indirect and Fringe Benefit plan that was approved last month. It also includes Pay Classification changes. This is going to be a healthy year for us. Our budget is unique because it is based on cash in/ cash out for services contracted. We will not raise our Member Dues and haven't for several years. If you do see a change in Dues, that could stem from the new census numbers. We have almost doubled our budget from five years ago and it will be a record year for us.
- e) We appreciate the faith that you all put in us to deliver these services and programs. It is a great testament to our staff and their effectiveness.
- f) This is the first reading of our budget. It will be presented at the full Board of Delegates meeting following a Public Hearing on June 15th.
- g) It is recommended that the board adopt this original budget ordinance of \$48,546,463 for fiscal year 2022-2023.

14) Roll Call vote for the Above-mentioned Action Items 1-13

- a) A motion was made by Mr. Don Truell.
- b) The motion was seconded by Ms. Marikay Abuzuaiter.
- c) Roll call vote- Ayes: Councilwoman Marikay Abuzuaiter, Commissioner Kevin Austin, Alderwoman Renee Bryant, Commissioner Carly Cooke, Mayor Pro Tem Monta Davis-Oliver, Mayor Alvin Foster, Chairman Darrell Frye, Commissioner Nathaniel Hall, Councilman John Larson, Councilwoman Peggy Leight, Alderwoman Yvonne Maizland, Commissioner Rick Morris, Commissioner Scott Needham, Commissioner John Shaw, Commissioner Don Truell, Commissioner Van Tucker (*with exception of action item #3*).
- d) Nays: none
- e) Action Items 1-13 are approved.

15) Executive Director's Report, Matthew Dolge, Executive Director

- a) Mr. Dolge expressed appreciation for the patience and attention to such a large agenda.
- b) Our Elder Abuse Awareness Walk will be held on June 18th. It will be our first in person walk in two years! There will be many vendors and it will be a fun day. Everyone is invited!
- c) Under Mr. Kevin Austin's leadership, we have held two meetings discussing the Workforce Development Board Realignment. While we are helping with the process, the ultimate decision will come from the counties.
- d) Mr. David Putnam, our Economic Development Strategist, has accepted a position with the Alamance Chamber. He did a great job on BBBRC and we are proud of all of the work he has done. His departure has led us consider Economic Development expansions. Much of our funding comes through our Economic Development Corporation. To better align the interest and needs of our members, we are going to partner the bulk of Economic Development strategies with Talent and Workforce Development. Ms. Wendy Walker-Fox will take the lead in bringing these together for a more holistic approach.
- e) Mr. Dolge attended a National Association of Development Organizations (NADO) meeting In DC last week where he met with EDA and elected officials. We are positioning ourselves to be effective.

16) Around the Region

- a) Mr. Nate Hall expressed his sincere thanks to the Staff and Board for his support as he fights through illness. He has been fortunate to gain many friends.
- b) Mr. Alvin Foster invited everyone to First Friday in the Pavilion in downtown Yanceyville. There will be food, music and more!

17) Mr. Foster encouraged everyone to attend the full Board of Delegates meeting on the 15th to approve the budget. There being no other business, the meeting was adjourned with general consensus at 1:15 p.m.

Alvin Foster, PTRC Chair

Katie Mitchell, Clerk to the Board