



## **Executive Committee Minutes**

Wednesday, May 7, 2025

Hybrid Attendance (In Person and ZOOM)

**Members Present:**

Councilwoman Marikay Abuzuaiter, City of Greensboro  
Mayor Kelly Allen, Alamance County  
Mayor Mike Brannon, Bermuda Run  
Commissioner Carly Cooke, Guilford County  
Mayor Anita Darnell, Town of Jonesville (Z)  
Commissioner Benita Finney, Davie County  
Mayor Alvin Foster, Town of Yanceyville  
Chairman Darrell Frye, Randolph County  
Council Member Montrena Hadley, City of Mebane  
Council Member Dwight Lake, Town of Mayodan  
Councilwoman Peggy Leight, Town of Walkertown (Z)  
Commissioner Don Martin, Forsyth County  
Chairman Fred McClure, Davidson County  
Mayor Richard McNabb, City of Trinity  
Commissioner Rick Morris, Stokes County  
Commissioner Mark Richardson, Rockingham County  
Council Member Annette Scippio, City of Winston Salem  
Commissioner Tony Smith, Caswell County  
Mayor Larry Ward, Town of Denton  
*(Z) Denotes attendance via ZOOM*

**Members Absent:**

Council Member Tim Andrew, City of High Point  
Mayor Jim Butler, City of Burlington  
Council Member Jane Cole, City of King  
Commissioner Melissa Hiatt, Surry County  
Chairman Mark Jones, Davie County  
Council Member Greg Light, City of Eden  
Mayor Howard Morgan, Town of Sedalia  
Mayor Sheldon Morley, Town of Mt. Gilead  
Commissioner Scott Needham, Town of Pilot Mountain  
Commissioner Ricky Oliver, Yadkin County  
Commissioner John Shaw, Montgomery County

Chairman Mark Richardson welcomed the PTRC Executive Committee and called the meeting to order at 12:00 p.m. The meeting was held virtually via Zoom in addition to in person attendance. Chairman Richardson requested a moment of silence and encouraged and then led the Executive Committee in the Pledge of Allegiance.

**1) Action Item: Request for approval of the March 5, 2025 PTRC Executive Committee minutes, Mr. Mark Richardson, Chair**

- a) There being no questions, a motion was made by Mr. Fred McClure.
- b) The motion was seconded by Ms. Kelly Allen.
- c) Request for approval of the March 5, 2025 PTRC Executive Committee minutes was approved.

**2) Action Item: Request for approval of the Fringe Benefit, Indirect and Occupancy Cost Allocation Plans for fiscal year 2025 – 2026, Mr. Jarrod R. Hand, Finance Director**

- a) Finance Department provides the attached Indirect Cost, Fringe Benefit and Occupancy Cost Allocation Plans for fiscal year 2025 – 2026 for your review and approval. The plans are based on current operations and future projects with fringe benefit rate of 46.00% and indirect cost rate of 29.25%. The fringe benefit rate remained flat and indirect cost rate increased by 2.25%. The Indirect Cost rate increase is a result of reduction of Criminal Justice program staff related to retirements and consolidation with Workforce and Economic Development reducing the total salary base for fiscal year 2025-2026. The occupancy cost rate is remaining at \$18 per square foot.
- b) Mr. Hand added that the retirement system contribution rate continues to increase as part of their long-term funding plan and remains a primary driver of our overall cost increases. To help offset this impact, we've implemented a Health Reimbursement Arrangement (HRA), which provides additional support to employees and helps manage rising benefit expenses
- c) There being no questions, a motion was made by Mr. Alvin Foster.
- d) The motion was seconded by Ms. Marikay Abuzuaiter.
- e) Request for approval of the Fringe Benefit, Indirect and Occupancy Cost Allocation Plans for fiscal year 2025 – 2026 was approved.

**3) Action Item: Request for approval of Budget Revision for FY 2024-2025, Mr. Jarrod R. Hand, Finance Director**

- a) The Finance Department requests approval of a revision to the fiscal year 2024-2025 budget of the Piedmont Triad Regional Council. This revision shows a net increase, from the original budget, of \$3,084,164. The revised Budget Ordinance and a summary of the changes by area can be found by visiting [www.ptrc.org](http://www.ptrc.org) and reviewing the May 5, 2025 agenda.
- b) This revision reflects the following changes from the original budget:
- c) In Administration, there was a reduction due to the ARC contract not being received. Administrative Services added 14 new projects, ranging in cost from \$2,000 to \$37,000, with an average of \$15,300.
- d) The General Fund did not require the additional dues for matching funds as originally budgeted.
- e) In the Aging department, the ARPA rollover was slightly larger than projected, with PEAS Nutrition receiving \$376,265 and Choosing Home receiving \$623,925.
- f) For Housing Rehabilitation, the Burlington Community Development contract was added at \$115,200, along with the Asheboro URP at \$99,422, plus other miscellaneous adjustments.

- g) The Planning department included a \$135,800 USDA HFFI grant, \$66,000 in Clean Water funds, \$181,650 for SWRF Projects, two new 205J grants totaling \$125,000, and \$41,758 in LTA additions and closeouts.
  - h) PTRDC saw no changes.
  - i) In Section 8, more units were leased at a higher rent standard.
  - j) Workforce and Economic Development received new grants from NC DWS, including a \$238,000 ARPA Reentry grant and other allocation adjustments.
  - k) Weatherization experienced changes in allocations, and the HUD Lead-WAP Demonstration grant, totaling \$950,000, was not extended.
  - l) The three largest departments—Aging and Adult Services (AAA), Community Development (CD), and Workforce and Economic Development (WED)—make up 86.5% of the total budget, with AAA at 36.4%, CD at 29.6%, and WED at 20.5%. Administration accounts for 2.3% of the budget, and dues make up 1.2%.
  - m) It is recommended that the board adopt this budget revision to recognize a net increase of \$3,226,570 bring the total budget to \$51,053,923 for 2024-2025.
  - n) There being no questions, a motion was made by Mr. Don Martin.
  - o) The motion was seconded by Mr. Mike Brannon.
  - p) Request for approval of Budget Revision for FY 2024-2025 was approved.
- 4) Action Item: Request for approval to enter into a contract with the local governments of Milton and Swepsonville for a total of \$94,250, Mr. Jesse Day, Regional Planning Director**
- a) The Regional Planning Department requests to enter into contract with the Towns of Milton and Swepsonville for grant administration and planning and zoning services respectively.
  - b) The services provided to the Town of Milton include a) quarterly reporting on Viable Utilities Reserve and Asset Inventory grants with NCDEQ; b) assistance with procurement and invoicing with contractors and c) project coordination between Town, State and vendors as needed. The total contract amount is for \$80,000 or 10% of the grant award through May 2027.
  - c) The Town of Swepsonville has requested a thorough review of their zoning ordinance for any modernization updates needed. The scope of work is not a complete re-write of the ordinance, but a chapter by chapter review for general statute updates or language modernization. The scope of work will conclude in December 2025 and is for \$14,250.
  - d) There being no questions, a motion was made by Mr. Alvin Foster.
  - e) The motion was seconded by Mr. Kelly Allen.
  - f) Request for approval to enter into a contract with the local governments of Milton and Swepsonville for a total of \$94,250 was approved.
- 5) Action Item: Request for approval to enter into contract for professional planning services over a 1-year period with Hart & Hickman, PC for \$25,750 to provide Brownfield Grant services for the City of Kannapolis in partnership with the Centralina Regional Council, Mr. Jesse Day, Regional Planning Director**
- a) The Regional Planning Department requests to contract with Hart & Hickman, PC a private environmental consulting firm on behalf of work in Kannapolis for an EPA Brownfield Assessment grant the City was awarded in 2024. Utilizing our years of experience and planning services, we hope to provide the following scope of work in partnership with the Centralina Regional Council (CRC) and H & H as the lead entity. The PTRC will sub-contract with CRC to support the work below.

- b) Outreach, Education and Reuse Planning: PTRC and CRC to provide a Community Involvement Plan and facilitate 2 community input meetings for the project to educate about the process and gather input into the Brownfields reuse opportunities. The site is a former Pillowtex facility that the City is negotiating a purchase with the current landowner.
  - c) Site Inventory and ACRES Reporting: The PTRC will input activities into the ACRES reporting system, a nationwide database maintained by the EPA for tracking brownfields assessment, remediation, reuse and investment.
  - d) Mr. Mark Richardson asked the hourly rate. Mr. Day answered that we have an hourly rate for each employee so it will depend on who is working on this grant.
  - e) There being no questions, a motion was made by Mr. Dwight Lake.
  - f) The motion was seconded by Ms. Annette Scippio.
  - g) Request for approval to enter into contract for professional planning services over a 1-year period with Hart & Hickman, PC for \$25,750 to provide Brownfield Grant services for the City of Kannapolis in partnership with the Centralina Regional Council was approved.
- 6) Action Item: Request for approval to move forward with one bid projects for the end of FY 2024/2025 and all of FY2025/2026, Mr. Michael Blair**
- a) The PTRC Community Development Department Single Family Rehabilitation Program is currently underway in all of our ESFR Counties. However due to the distances of some of our Counties from the general location of our approved contractors, we have run into issues with contractors not attending our pre-bid conferences and with not receiving three 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) The department is requesting permission to allow one bid projects to complete work for the low-income homeowners.
  - d) Mr. Don Martin asked the budget range of projects. Mr. Blair responded \$25,000-\$40,000.
  - e) Mr. Mike Brannon asked the internal cost when you go out for a second bid. Mr. Jarrod Hand answered \$800. He added that all contractors must be previously approved and be in budget range.
  - f) There being no more questions, a motion was made by Mr. Don Martin.
  - g) The motion was seconded by Mr. Mike Brannon.
  - h) Request for approval to move forward with one bid projects for the end of FY 2024/2025 and all of FY2025/2026 was approved.
- 7) Action Item: Request for approval to adjust the Assignment of Classifications to Grades and compensation plan, Mr. Matt Reece, Assistant Director**
- a) Mr. Matt Reece stated that the labor market improved in favor of employers in the past 12-months. However, a labor shortage continues. PTRC experienced 3 turnovers of the 9 year-to-date due to other employment opportunities this fiscal year.
  - b) Therefore, the following changes are requested:
    - i) Adjust the pay ranges 2.5%. This will adjust minimum, pay target, maximum, and developmental increase values. See Table 1. Proposed 2025-2026 Pay table for further details.
    - ii) Progress employees hired prior to 7/1/25 with 1.25 developmental increases instead of the customary one.

- c) FY 2026 Grade 21, six developmental increase to pay target.
- d) Percentage increases vary depending on progression through the range and are less as an employee approaches pay target. Developmental increase is 5.0% at minimum, 3.8% at pay target and average 4.4% over the six-year assumed period.
- e) Note employees who meet expectations and are at or above pay target receive a lump sum amount equal to the developmental increase. Employees who create a work plan in advance and exceed the goals of that workplan are eligible for an increase to base pay. The amount of the increase is based upon the developmental increase amount.
- f) To better capture the aggressive labor market conditions, adjust the assignment of classification to grade for the following positions:

Title	2025 Grade	Proposed 2026 Grade
Accounting Technician II	18	19
Technology Solutions Admin	31	32

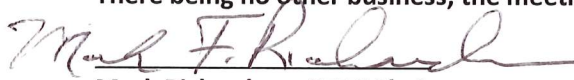
- g) The revised Assignment of Classifications to Grades and compensation plan can be found by visiting [www.ptrc.org](http://www.ptrc.org) and reviewing the May 5, 2025 agenda
  - h) There being no questions, a motion was made by Mr. Dwight Lake.
  - i) The motion was seconded by Ms. Annette Scippio.
- 8) Request for approval to adjust the Assignment of Classifications to Grades and compensation plan was approved

**9) Executive Director’s Report, Mr. Matthew Dolge, Executive Director**

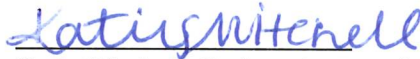
- a) Mr. Dolge provided a budget and Legislative Update. As of Friday, the Budget Office has sent out preliminary budget requests. Many programs are seeing cuts—some of which directly impact us.
- b) The proposed cuts include a reduction of \$13 million from our \$50 million budget, affecting programs such as housing choice vouchers, CDBG, HOME Rehab program, Weatherization program, EPA dollars in clean water, and the Economic Development Administration. There is also the potential impact on the community we serve, particularly the 750 families on the housing choice voucher program and the 300 landlords who receive rent from it.
- c) There is considerable uncertainty as we move through the budget process as we have no current allocations for Aging, WED, or Weatherization programs. The state has not released figures.
- d) We are currently running off the last approved budget which was in FY09. We will be engaging with our legislative contacts about this. There is still no adopted budget at this point.
- e) We are preparing for the potential impacts and taking this situation seriously. That said, we remain a fiscally strong organization. We are in a position to weather challenges:
  - i) Only 3 payments remain on our building, which we could pay off immediately if needed.
  - ii) We have sufficient reserves to cover staffing and operations.
- f) However, significant funding loss would result in a dramatic reduction in force. As a direct-pay agency for unemployment, this would also carry a large cost. Payouts for vacation and other liabilities would be affected.
- g) All Directors have been informed. A hiring freeze is now in place. We are also considering freezing salaries, reducing travel, and adopting other conservative financial strategies
- h) We expect to present a budget for approval in June, but portions of it may be speculative.
- i) We will continue to monitor developments and move forward where possible.
- j) Ms. Anne Edwards is preparing detailed impact information by county, which we will share soon. We may need your help advocating with state leaders.

- k) Mr. Mark Richardson raised concerns about HB765, which would alter the process of zoning and codification. After discussion, a motion was made by Ms. Marikay Abuzuaiter to adopt a resolution in opposition to HB765. The motion was seconded by Mr. Mike Brannon. We will get a resolution together and email it out when it's ready.
- l) Also, of note to watch is HB759 which introduces a requirement for expenditures to be posted online with links to invoicing. We will continue tracking both bills.

**There being no other business, the meeting was adjourned with general consensus at 12:57 p.m.**



**Mark Richardson, PTRC Chair**



**Katie Mitchell, Clerk to the Board**