



## **Executive Committee Minutes**

Wednesday, June 4, 2025

Hybrid Attendance (In Person and ZOOM)

**Members Present:**

Mayor Pro Tem Marikay Abuzuaiter, City of Greensboro  
Commissioner Kelly Allen, Alamance County  
Mayor Mike Brannon, Bermuda Run  
Council Member Jane Cole, City of King (Z)  
Commissioner Carly Cooke, Guilford County (Z)  
Commissioner Benita Finney, Davie County  
Mayor Alvin Foster, Town of Yanceyville  
Chairman Darrell Frye, Randolph County  
Council Member Montrena Hadley, City of Mebane  
Mayor Dwight Lake, Town of Mayodan  
Councilwoman Peggy Leight, Town of Walkertown (Z)  
Council Member Greg Light, City of Eden  
Commissioner Don Martin, Forsyth County  
Mayor Richard McNabb, City of Trinity  
Mayor Sheldon Morley, Town of Mt. Gilead  
Commissioner Mark Richardson, Rockingham County  
Council Member Annette Scippio, City of Winston Salem  
Commissioner Tony Smith, Caswell County  
*(Z) Denotes attendance via ZOOM*

**Members Absent:**

Council Member Tim Andrew, City of High Point  
Mayor Jim Butler, City of Burlington  
Mayor Anita Darnell, Town of Jonesville  
Commissioner Melissa Hiatt, Surry County  
Chairman Mark Jones, Davie County  
Chairman Fred McClure, Davidson County  
Mayor Howard Morgan, Town of Sedalia  
Commissioner Rick Morris, Stokes County  
Commissioner Scott Needham, Town of Pilot Mountain  
Commissioner Ricky Oliver, Yadkin County  
Commissioner John Shaw, Montgomery County  
Mayor Larry Ward, Town of Denton

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 May 7, 2025 PTRC Executive Committee minutes, Mr. Mark Richardson, Chair**

- a) There being no questions, a motion was made by Ms. Marikay Abuzuaiter.
- b) The motion was seconded by Ms. Montrena Hadley.
- c) Request for approval of the March 5, 2025 PTRC Executive Committee minutes was approved.

**2) Action Item: Request to clarify leave administration, Mr. Matt Reece, Assistant Director**

- a) Governmental Accounting Standards Board (GASB) Statement 101, Compensated Absences, requires that liabilities for compensated absences be recognized for leave that has not been used. A component of this requirement is the process of accounting for leave be approved by the governing board. Staff is requesting the procedures used since 2011 be approved by the Board of Delegates as policy to meet compliance with GASB 101.
- b) The Board of Delegates approved a schedule of benefits to include accrual rates for leave as a part of the merger process on May 31, 2011. PTRC's procedure allows for accumulation of vacation leave up to 240 hours. The balance of available, accrued vacation hours will be paid out at separation of employment and PTRC reserves funds necessary to meet these compensated absences. PTRC also has the procedure to annually, at year-end, review employees' leave balances. Employees with vacation leave balances in excess of 240 hours will have that leave converted to sick leave. Sick leave accumulation is not capped. Sick leave is not paid at separation. Sick leave may be used as a service credit when an employee files for retirement through the Local Governmental Employees' Retirement System (LGERS). PTRC pays an employer share into the LGERS to allow for the credit of sick leave at retirement.
- c) The requested policy is as follows: Vacation leave may accrue up to a balance of 240 hours. Annually, PTRC will review accrued vacation leave balances of employees. Accrued vacation leave hours in excess of 240 hours will be converted into sick leave. Employees that separate employment during the fiscal year with accrued vacation leave balance in excess of 240 hours at the time of separation will have those hours in excess of 240 converted into sick leave. The maximum accrued vacation leave to be paid out at separation is 240 hours.
- d) The Executive Director has reviewed this request and recommends approval by the Board of Delegates.
- e) There being no questions, a motion was made by Mr. Dwight Lake.
- f) The motion was seconded by Ms. Marikay Abuzuaiter.
- g) Request to clarify leave administration was approved.

**3) 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, 2026 and would require re-evaluation and approval annually. The re-evaluation is dependent on PTRC remaining a low-risk auditee.

- c) It is recommended that the board approve the amendment of PTRC's Uniform Guidance Procurement Policy to change the definition and threshold of a micro-purchase to purchase contracts that the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$50,000 for the fiscal year-end June 30, 2026.
  - d) There being no questions, a motion was made by Ms. Annette Scippio.
  - e) The motion was seconded by Mr. Darrell Frye.
  - f) Request for Approval to Amend the Uniform Guidance Procurement Policy was approved.
- 4) 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 \$580,750. The following pages include the revised Budget Ordinance and a summary of the changes by area.
  - b) It is recommended that the board adopt this budget revision to recognize a net increase of \$580,750 bring the total budget to \$51,634,673 for 2024-2025. There being no questions, a motion was made by Mr. Dwight Lake.
  - c) The motion was seconded by Ms. Marikay Abuzuaiter.
  - d) Request for approval of Budget Revision for FY 2024-2025 was approved.
- 5) Action Item: Request for Approval of Original Budget Ordinance for FY 2025-2026, Mr. Jarrod Hand, Finance Director**
- a) The Finance Department requests approval of the original Budget Ordinance for fiscal year 2025-2026 budget of the Piedmont Triad Regional Council. This original Budget Ordinance shows a total budget of \$47,499,219; a decrease of \$328,134 from the original Budget Ordinance for fiscal year 2024-2025.
  - b) To view the Budget Ordinance and a summary of the budget by area visit [www.ptrc.org](http://www.ptrc.org) and review the June 4, 2025 agenda.
  - c) It is recommended that the board adopt this original budget ordinance of \$47,499,219 for fiscal year 2025-2026. There being no questions, a motion was made by Mr. Mike Brannon.
  - d) The motion was seconded by Mr. Dwight Lake.
  - e) Request for approval recommend Original Budget Ordinance for FY 2025-2026 to full Board of Delegates was approved.
- 6) NEW Action Item: Request approval for PTRC staff to ask Senators Budd and Tillis to support removing rescission language for the Neighborhood Access and Equity Program in the reconciliation bill, Mr. Jesse Day, Regional Planning Director**
- a) In 2023, the PTRC planning department successfully applied for and was subsequently awarded a Federal Highway Administration NAE (Neighborhood Access & Equity) grant through the Reconnecting Communities Pilot Program. The grant was in the amount of \$250,000 and was

for preliminary engineering and design of a greenway system in the Town of Walnut Cove, and was the only awarded project in North Carolina under this program.

- b) Approximately one year after the grant award, FHWA was ready to enter into an official grant agreement with PTRC. PTRC planning staff provided all requested documentation and information ahead of all established deadlines. At the end of the contracting phase, FHWA informed PTRC planning staff that they would like for the project be added to the North Carolina State Transportation Improvement Program (STIP) before signing the agreement. Adding this project to the STIP required formal adoption by the North Carolina Board of Transportation, which took approximately 6 weeks to occur. By the time the project was added to the STIP, the Administration had changed and all grant agreements were paused for federal review.
- c) Last month, the US House Committee on Transportation and Infrastructure recommended to rescind all funding for the NAE program, including the \$250,000 awarded for greenway engineering in Walnut Cove. There is language included in the House passed One Big Beautiful Bill Act (HR1) that permanently rescinds the NAE funding. Over coming weeks, the US Senate will be considering changes to the bill.
- d) There being no more questions, a motion was made by Ms. Kelly Allen.
- e) The motion was seconded by Ms. Marikay Abuzuaiter.
- f) Request approval for PTRC staff to ask Senators Budd and Tillis to support removing rescission language for the Neighborhood Access and Equity Program in the reconciliation bill was approved.

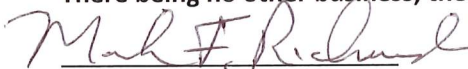
**7) Informational Item: Status update on state/federal funding for aging programs during the grant period July 1, 2025 – June 30, 2026, Ms. Adrienne Calhoun, Area Agency on Aging Director**

- 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 for:
  - i) Home and Community Care Block Grant (HCCBG)
  - ii) Legal Services
  - iii) Family Caregiver Support Program (FCSP)
- b) Funding amounts are usually provided for the grants listed above by now.
- c) The PTRC/AAA would then request authorization to enter into contracts with counties and local service providers. The PTRC/AAA anticipates receiving funding amounts over the coming weeks and if received will bring to the full board meeting the updated request.

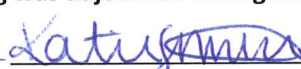
**8) Executive Director's Report, Mr. Matthew Dolge, Executive Director**

- a) Mr. Dolge is zooming in from a NADO meeting in Providence, RI.

There being no other business, the meeting was adjourned with general consensus at 12:34 p.m.



Mark Richardson, PTRC Chair



Katie Mitchell, Clerk to the Board