



## **Executive Committee**

### **Minutes**

Wednesday, September 3, 2025  
Hybrid Attendance (In Person and ZOOM)

**Members Present:**

Mayor Pro Tem Marikay Abuzuaiteer, City of Greensboro  
Commissioner Kelly Allen, Alamance County  
Mayor Mike Brannon, Bermuda Run  
Commissioner Carly Cooke, Guilford County  
Commissioner Benita Finney, Davie County  
Mayor Alvin Foster, Town of Yanceyville  
Council Member Montrena Hadley, City of Mebane  
Commissioner Melissa Hiatt, Surry County (Z)  
Mayor Dwight Lake, Town of Mayodan  
Council Member Greg Light, City of Eden  
Chairman Fred McClure, Davidson County (Z)  
Mayor Richard McNabb, City of Trinity  
Commissioner Rick Morris, Stokes County  
Commissioner Ricky Oliver, Yadkin County  
Commissioner Mark Richardson, Rockingham County  
Commissioner John Shaw, Montgomery County (Z)  
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  
Council Member Jane Cole, City of King  
Mayor Anita Darnell, Town of Jonesville  
Chairman Darrell Frye, Randolph County  
Chairman Mark Jones, Davie County  
Councilwoman Peggy Leight, Town of Walkertown  
Commissioner Don Martin, Forsyth County  
Mayor Howard Morgan, Town of Sedalia  
Mayor Sheldon Morley, Town of Mt. Gilead  
Commissioner Scott Needham, Town of Pilot Mountain  
Council Member Annette Scippio, City of Winston Salem  
Mayor Larry Ward, Town of Denton

Chairman Mark Richardson 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 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 August 6, 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. Kelly Allen.
- c) Request for approval of the August 6, 2025 PTRC Executive Committee minutes was approved.

2) **Action Item: Request for authorization amend Surry Stokes Yadkin and Davie Section 8 Administrative Plan, Mr. Jarrod Hand, Finance Director**

- d) The Staff is requesting the following Administrative Plan Items to be approved and amended into the plan. The primary purpose of the amendments is to amend the language for determining rent reasonableness, informal hearing procedures, mandatory denial of assistance, notice of eligibility or denial of assistance, determining family unit (voucher size), termination of assistance, HAP contract payment discrepancies, moving with continued assistance and portability, and interim reexaminations.
- e) Amended Item #1 – **8-III.B. WHEN RENT REASONABLENESS DETERMINATIONS ARE REQUIRED**
- f) Staff is requesting to amend and add language to the following:
  - i) **Owner-Initiated Rent Determinations**
  - ii) If the Owner has initiated a request for rent adjustment, the PHA shall request the owner provide information about the rents charged for other similar units. In the determination, rental increases shall not exceed 25% and/or Fair Market Rent (FMR), PHA will determine whether the rental increase request is reasonable.
  - iii) The PHA will determine whether the requested increase is reasonable within 30 days of receiving the request from the owner. Request must be received at least 60 days prior to tenant’s annual recertification. The owner will be notified of the determination in writing. All approved rent adjustments will be effective at the tenant’s annual recertification.
- g) Amended Item #2 - **Informal Hearing Procedures Notice to the Family [24 CFR 982.555(c)]**
  - i) Currently our Administrative Plan does not include a timeframe/deadline to request an informal hearing when assistance is denied.
  - ii) Staff is requesting a deadline for the family to request the informal hearing to be within 10 business days of date on the denial of assistance notification.
  - iii) Amended Item #3 - **3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)]**
  - iv) Staff is requesting a change in the mandatory denial terms for evictions due to drug-related criminal activity in the last 3 years to be increased to 5 years.
- h) Amended Item #4 - **Other Permitted Reasons for Denial of Assistance**
  - i) Staff is requesting amended and added language under section **3-III.C. OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE**
  - i) PHA Policy The PHA **will not** deny assistance to an otherwise eligible family because the family previously failed to meet its obligations under the Family Self-Sufficiency (FSS) program.
    - i) The PHA **will** deny assistance to an applicant family if: Upon denial of assistance, applicant is eligible to reapply for assistance upon:
      - (1) 1 year: Failure to complete the lease up process
      - (2) 3 years: ANY program violations

- j) **Consideration of Circumstances [24 CFR 982.552(c)(2)]** The PHA will require the applicant to submit evidence of the household member's current participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.
    - i) Upon denial of assistance, applicant is eligible to reapply for assistance upon:
      - (1) 1 year: Failure to complete the lease up process
      - (2) 3 years: ANY program violations
  - k) Amended Item #5 – **Notice of Eligibility**
    - i) Staff is requesting amended and added language under section **3-III.F. NOTICE OF ELIGIBILITY OR DENIAL**
    - l) PHA Policy -If based on a criminal record or sex offender registration information, an applicant family appears to be ineligible the PHA will notify the family in writing of the proposed denial and provide a copy of the record to the applicant and to the subject of the record. The family will be given 10 business days to dispute the accuracy and relevance of the information. *A family that does not exercise their right to dispute the accuracy of the information prior to issuance of the official denial letter will still be given the opportunity to do so as part of the informal review process.*
  - m) Amended Item #6 – **PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE**
    - i) Staff is requesting amended and added language under section **5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]** for the determination of shared bedrooms. The age limit shall be decreased from age 5 to under age 3.
  - n) Amended Item #7 – **12-I.B. FAMILY NO LONGER REQUIRES ASSISTANCE [24 CFR 982.455]**
    - i) Staff is requesting amended and added language for notification of zero assistance.
    - ii) Notification by the PHA shall be made to the family within 90 days of the interim reexamination advising the family of the decrease in housing payment assistance the zero assistance. The notice will include the date of the 180- day expiration of assistance.
  - o) Amended Item #8 – **13-II.C. HAP CONTRACT PAYMENTS**
    - i) Staff is requesting amended and added language to include expiration dates for disputes to HAP payments.
    - ii) Inquiries to payment discrepancy must be submitted in writing to the PHA within 365 days of the original payment
  - p) Amended Item #9 – **MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY**
    - i) Staff is requesting amended and added language to include restrictions porting vouchers.
  - q) **Porting vouchers-** A voucher may be ported if applicant is leased up or is an existing tenant in county of assistance for at least 12 months prior to receiving a voucher.
  - r) Non-Resident Families are not permitted to port their voucher. Families must be leased up in PHA's jurisdiction for 12 months to be eligible for portability.
  - s) There being no questions, a motion was made by Mr. Dwight Lake.
  - t) The motion was seconded by Ms. Montrena Hadley.
  - u) Request for authorization amend Surry Stokes Yadkin and Davie Section 8 Administrative Plan was approved.
- 3) **Action Item: Request for approval for PTRC to administer a \$18,100 sole source contract with SAFAL Partners to deliver technical assistance training for workforce development board directors, statewide partners, and stakeholders, Wendy Walker-Fox, Workforce and Economic Development Director**
- a) The North Carolina Association of Workforce Development Boards (NCAWDB) acts as the voice and primary advocate on behalf of the 20 local workforce development boards across the state.

With a core mission centered around advancing workforce development initiatives, NCAWDB plays a key role in shaping public policy and enhancing the capacity of boards and partner organizations to address workforce challenges.

- b) In light of Governor Stein's Executive Order No. 11, NCAWDB recognized the significant need for training on the integration of various apprenticeship models into the NC workforce system. NCAWDB is looking to engage with SAFAL Partners, a national consulting firm specializing in providing technical assistance in the areas of workforce and education. SAFAL is proposing to provide a 2-part training event for Workforce Directors, statewide partners and stakeholders.
  - c) Funding for the training, in the amount of \$18,100 will be provided by the NC Commerce, Division of Workforce Solutions and PTRC's role will be one of administration.
  - d) There being no more questions, a motion was made by Ms. Marikay Abuzuaiter.
  - e) The motion was seconded by Ms. Montrena Hadley.
  - f) Request approval for PTRC to administer a \$18,100 sole source contract with SAFAL Partners to deliver technical assistance training for workforce development board directors, statewide partners, and stakeholders was approved.
- 4) **Action Item: Request for approval to accept the Piedmont Greenway planning and design grant of \$500,000 and enter into both agreements with State Parks, Forsyth and Guilford County and the Town of Kernersville who will be assisting in supporting the match for the project up to \$285,000, Mr. Jesse Day, Planning Director**
- a) The Piedmont Triad Regional Council has received a grant from the Great Trails State Coalition for \$500,000, with \$285,000 of matching funds from the Guilford, Forsyth and the Town of Kernersville. The funding is intended to complete 80% design and engineering of the 2.3 miles connecting downtown Kernersville with Triad Park.
  - b) The Piedmont Greenway is a planned 19-mile paved greenway connecting the cities of Greensboro and Winston-Salem and the towns of Kernersville, Oak Ridge and Summerfield. The trail also connects to several popular trail systems including the Mountains to Sea Trail, Salem Lake Trails, A & Y Greenway, Triad Park and the Greensboro Watershed trails.
  - c) The grant opportunity is the Great Trails State Fund, which distributed \$25 million for trail acquisition, planning/design, maintenance and construction of paved and unpaved trails across North Carolina. Nearly \$3.5 million was awarded to projects in the region from this funding source. Other active projects in this Piedmont Greenway corridor include a STIP project to connect Salem Lake to East Forsyth High School and construction of multi-purpose trails at Bandera Farms in Summerfield.
  - d) There being no questions, a motion was made by Ms. Carly Cooke.
  - e) The motion was seconded by Ms. Kelly Allen.
  - f) Request for approval to accept the Piedmont Greenway planning and design grant of \$500,000 and enter into both agreements with State Parks, Forsyth and Guilford County and the Town of Kernersville who will be assisting in supporting the match for the project up to \$285,000 was approved.
- 5) **Action Item: Request for approval to enter into contract for professional planning services for the current fiscal year in Caswell County for \$48,000 (12 months) for long-range planning City of Lexington for \$103,450 (24 months) for long-range planning and the City of High Point for \$22,025 (12 months) for collaboration and mapping services, Mr. Jesse Day, Planning Director**

- a) The Regional Planning Department requests to contract with Caswell County, the City of Lexington and the City of High Point for long range planning, stakeholder coordination and mapping assistance. The following projects will be led by PTRC planning staff:
  - b) Caswell County would like to update the 2014 Land Development Plan into a Comprehensive Plan.
  - c) The City of Lexington would like to create a Comprehensive Plan, bringing together different planning products and community input over a 2-year period.
  - d) The City of High Point has requested assistance facilitating a Greenbelt committee to identify strategies to preserve open space and undeveloped land for water quality and environmental benefits.
  - e) The Planning Department requests approval to enter into contract for professional planning services for the current fiscal year in Caswell County for \$48,000 (12 months) for long-range planning City of Lexington for \$103,450 (24 months) for long-range planning and the City of High Point for \$22,025 (12 months) for collaboration and mapping services. Sub-contractors may be utilized as needed for these projects.
  - f) There being no questions, a motion was made by Mr. Tony Smith.
  - g) The motion was seconded by Mr. Alvin Foster.
  - h) Request for approval to enter into contract for professional planning services for the current fiscal year in Caswell County for \$48,000 (12 months) for long-range planning City of Lexington for \$103,450 (24 months) for long-range planning and the City of High Point for \$22,025 (12 months) for collaboration and mapping services was approved.
- 6) Action Item: Request for authorization to apply to the NC Division of Environmental Quality-Division of Water Resources for up to \$170,000 from the 205 (j) Clean Water Act funds to for the two projects listed above and enter into agreements with partners and contractors to implement the projects if awarded, Mr. Jesse Day, Planning Director**
- a) The Regional Planning Department would like to submit two grants to NC DEQ for planning and outreach support in two of the region's watersheds. The grant funds would be requested to support the following projects:
    1. Upper Cape Fear Watershed Planning and Collaboration \$95,000
      - a. The scope would include a 9-element watershed plan in the quickly developing Horsepen Creek watershed in Guilford County and water quality research and education in the Deep River in collaboration with the Piedmont Conservation Council and the Deep River Riverkeeper respectively.
    2. High Rock Lake One Water Outreach and Education \$75,000
      - a. Building upon existing water quality testing and One Water collaboration efforts from prior 205j grants, the request would create a public awareness campaign about water quality in the High Rock Lake watershed using social media, videos and reels. In addition, an interactive map would be created to catalogue regulatory and testing data for use by local government managers and planners and embedded into the existed One Water High Rock Lake Toolkit.
  - b) About 205 (j) Funding:
    - i) The following types of applications are encouraged as part the application process
    - ii) Development of 9-Element watershed restoration plans for 12-digit HUC or smaller watersheds or updates of existing plans (please see more information on 9-Element Plans below and refer to resources for developing watershed plans on the 319-grant program website).

- iii) Source identification studies, including water quality monitoring, field assessments, modeling, and GIS analyses to support watershed plan development.
  - iv) Site-specific design plans for structural water quality practices identified in a 9-Element Plan.
  - v) Water quality planning projects with concrete outputs such as (green and/or gray) stormwater infrastructure mapping, prioritization or design.
  - vi) Projects that benefit water quality regionally or statewide.
  - vii) Projects to share water quality management planning knowledge between COGs and their member governments.
- c) There being no questions, a motion was made by Ms. Carly Cooke.
  - d) The motion was seconded by Ms. Marikay Abuzuaiter.
  - e) Request for authorization to apply to the NC Division of Environmental Quality- Division of Water Resources for up to \$170,000 from the 205 (j) Clean Water Act funds to for the two projects listed above and enter into agreements with partners and contractors to implement the projects if awarded was approved.
- 7) **NEW Action Item: Request for approval of hiring of NCARCOG Executive Director, Mr. Matthew Dolge, Executive Director**
- a) Mr. Matthew Dolge shared the Employment Agreement between the North Carolina Association of Regional Councils of Governments (NCARCOG), Piedmont Triad Regional Council and Todd McNeill. (This agreement can be found at [www.ptrc.org](http://www.ptrc.org)).
  - b) The NCARCOG has been looking to hire an Executive Director. NCARCOG is a nonprofit and not a hiring agency. PTRC is already the finance agency and we have offered to be the hiring agency as well.
  - c) Mr. McNeill will not be working out of this office so we will not be charging indirect (which covers expenses within the building i.e. copies, reception and space) for this position. It will be salary and fringe rates since he will be on our insurance, retirement, etc. We are looking at a salary of \$105,000 and then our fringe rate which is 46%.
  - d) Oversight of this position will be with NCARCOG.
  - e) Mr. McNeill is the Chair of the Ashe County Commissioners, First Vice President of the North Carolina Association of County Commissioners Association and also the Chair of the High Country Council of Governments. He will step down from his role with High Country COG to avoid any conflict of interest. We feel comfortable with him continuing in his other two roles with the understanding that he won't do any political activity on our time.
  - f) Ms. Carly Cooke and Ms. Marikay Abuzuaiter both provided positive endorsements of Mr. McNeill's qualifications and experience.
  - g) There being no questions, a motion was made by Ms. Carly Cooke.
  - h) The motion was seconded by Ms. Marikay Abuzuaiter.
  - i) Request for approval of the hiring of NCARCOG Executive Director was approved.
  - j) This hiring is pending approval from the NCARCOG board. Mr. Dolge will update everyone on that progress.
- 8) **Executive Director's Report, Mr. Matthew Dolge, Executive Director**
- a) Mr. Dolge reminded everyone to turn in their nominations for the Grady Hunter Regional Excellence and Randall Billings Public Service Awards.
  - b) We did sign the contract for the parking lot and that work will begin this month and will be a 60-day process.
  - c) We just received a positive monitoring report with no findings for our Workforce Development Board's Workforce Innovation and Opportunity Act. We did provide one response for using

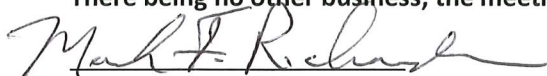
white out. Our program met all of our goals for the state and we thank Ms. Wendy Walker-Fox and her team for their hard work.


- d) Mr. Jarrod Hand stated that the Board will be receiving Fraud Questionnaires. Please be sure to complete those and get those back to us.

**6) Around the Region**

- a) Mr. Mark Richardson thanked Ms. Wendy Walker-Fox for representing us on the NCWorks Panel. She is also the Chair of the Workforce Board Association.
- b) Ms. Marikay Abuzuaiter invited everyone to the NC Folk Festival September 5<sup>th</sup>-7<sup>th</sup> in Greensboro. The fair is also in town!
- c) Mr. Mike Brannon announced Food Truck Fridays in Bermuda Run. There will also be music and games.

**There being no other business, the meeting was adjourned with general consensus at 12:49p.m.**

  
Mark Richardson, PTRC Chair

  
Katie Mitchell, Clerk to the Board