

MINUTES
PTRC EXECUTIVE COMMITTEE MEETING
August 1, 2012

Present: Vice Chairman Darrell Frye, Randolph County, PTRC Chair
Council Person Molly Leight, City of Winston-Salem, PTRC Vice Chair
Chair Nate Hall, Caswell County, PTRC Treasurer
Councilman Dillard Burnette, City of King
Commissioner Linda Massey, Alamance County
Commissioner Paul Johnson, Surry County
Mayor Dan Pugh, Town of Lewisville
Mayor Pro Tem Steve Yokeley, City of Mount Airy
Commissioner Earnest Lankford, Stokes County
Commissioner Kevin Austin, Yadkin County
Councilman Alvin Foster, Town of Yanceyville
Commissioner Ken White, Davie County
Councilman Walter Marshall, Forsyth County
Mayor Pro Tem Patty Philipps, City of Mebane
Councilman Jimmy Blake, Town of Biscoe
Commissioner Wayne Moore, Town of Jonesville
Councilman Darryl Carter, City of Eden
Commissioner Will Marklin, Town of Mocksville
Mayor Pro Tem Yvonne Johnson, City of Greensboro
Mayor Bert Lance Stone, City of Archdale
Mayor Pro Tem Latimer Alexander, City of High Point
Chair Jackie Morris, Montgomery County
Commissioner Don Truell, Davidson County
Commissioner Carolyn Coleman, Guilford County

Absent: Mayor Ronnie Wall, City of Burlington
Chair James Kallam, Rockingham County
Mayor Scotty Morris, Town of Denton
Mayor Keith Volz, Town of Jamestown

Chair Frye welcomed the PTRC Executive Committee and requested a moment of silence. He introduced Commissioner Carolyn Coleman, as the new delegate representing Guilford County.

1. Approval of May 2, 2012, PTRC Executive Committee Minutes

Chair Frye asked if there were any revisions to be made in the May 2, 2012, PTRC Executive Committee minutes.

There being none, motion was made by Mr. Pugh, seconded Mr. Marshall, and carried unanimously to approve the May 2, 2012, PTRC Executive Committee minutes.

2. Request for approval to amend the Memorandum of Understanding for Cooperative, Comprehensive and Continuing Transportation Planning and the Establishment of the Northwest Piedmont Rural Planning Organization, by Hanna Cockburn, PTRC Planning Program Manager

The Piedmont Triad and Northwest Piedmont RPO programs operate under a Memorandum of Understanding (MOU) which is mutually adopted by the Counties, NCDOT and the Lead Planning Agency – Piedmont Triad Regional Council. The MOU provides the basis for membership in the organization, the structure of the technical and advisory committees and conduct of meetings. With the completion of local government approvals, the Northwest Piedmont RPO requests approval of the MOU. Once approved, the MOU will be forwarded to NCDOT for final approval by the state.

The PTRPO MOU was approved at the July 1, 2011 meeting of the Board of Delegates.

Staff is requesting approval to amend the Memorandum of Understanding for Cooperative, Comprehensive and Continuing Transportation Planning and the Establishment of the Northwest Piedmont Rural Planning Organization.

Motion was made by Mr. Yokeley, seconded by Mr. Foster, and carried unanimously to recommend that the PTRC Board of Delegates amend the Memorandum of Understanding for Cooperative, Comprehensive and Continuing Transportation Planning and the Establishment of the Northwest Piedmont Rural Planning Organization.

3. Request to enter into contracts with Montgomery County for the NC Tomorrow project, by Hanna Cockburn

Ms. Cockburn presented two contracts for the NC Tomorrow project that were executed with Montgomery County at their May 21st meeting of the Montgomery County Board of Commissioners.

The technical services contract for \$45,000 will cover the costs for producing the NC Tomorrow Comprehensive Economic Development Strategy (CEDS) by March 2014. The administrative services contract for \$5,000 will cover costs incurred by PTRC (\$3,000) and Montgomery County (\$2,000) to administer the two-year grant.

Staff is requesting authorization for Matthew Dolge, PTRC Executive Director, to enter into contract with Montgomery County as referenced above.

Motion was made by Mr. Pugh seconded by Mr. Truell, and carried unanimously to recommend that the PTRC Board of Delegates authorize Matthew Dolge, PTRC Executive Director to enter into contracts with Montgomery County for the NC Tomorrow project.

4. Launch and demo new PTRC Web site, by Anne Edwards, PTRC Information & Data Services Manager

Anne Edwards demonstrated the new PTRC Web Site to the PTRC Executive Committee. She pointed out some of the many features and functionalities.

5. Request to adjust the PTRC Assignment of Classification and Grades, by Matt Reece, PTRC Administration and Member Services Director

Mr. Reece stated that the following classifications have been studied. The pay ranges assigned to the classifications are based on the general level of salaries and wages paid in prevailing labor markets for each classification and assessment of internal equity with PTRC.

Grade	Title	Minimum	Mid-Point	Maximum
9	Weatherization Crew Member	\$15,080	N/A	\$31,200
14	Weatherization Program Assistant	29,762	38,690	47,619
16	Weatherization Crew Leader	32,812	42,656	52,500
18	Weatherization Inspector / Auditor	36,175	47,028	57,881
18	Accountability Specialist	36,175	47,028	57,881
19	Stormwater Educator	37,984	49,380	60,775
20	Management Analyst	39,883	51,849	63,814
22	Stormwater Program Supervisor	43,972	57,163	70,354

Mr. Reece recommended the adoption of these classifications into the PTRC pay plan. *(2013 assignment of classifications to grades follow on next page.)*

After questions and considerable discussion, motion was made by Mr. Alexander, seconded by Mr. Hall, and carried unanimously to recommend that the PTRC Board of Delegates adopt the above classifications into the PTRC pay plan.

Assignment of Classes to Grades for FY 2013

Salary Grade	Class Title	Minimum	Mid-Point	Maximum
9	General Staff / Temporary Employee / Intern	15,080		31,200
9	Weatherization Crew Member	15,080		31,200
10	Receptionist	24,485	31,831	39,176
11	(Reserved for Future Use)	25,709	33,422	41,135
12	Office Assistant	26,995	35,093	43,192
13	(Reserved for Future Use)	28,344	36,848	45,351
14	Weatherization Program Assistant	29,762	38,690	47,619
14	Program Assistant	29,762	38,690	47,619
15	Aging MIS Specialist	31,250	40,625	50,000
15	Volunteer Coordinator	31,250	40,625	50,000
15	Accounting Technician I	31,250	40,625	50,000
16	Weatherization Crew Leader	32,812	42,656	52,500
16	RSVP Coordinator	32,812	42,656	52,500
16	Service Corp Crew Leader	32,812	42,656	52,500
17	Accounting Technician II	34,453	44,789	55,125
17	Workforce Development Executive Assistant	34,453	44,789	55,125
17	Executive Assistant	34,453	44,789	55,125
18	Housing Program Specialist	36,176	47,028	57,881
18	Accountability Specialist	36,176	47,028	57,881
18	Housing Inspector	36,176	47,028	57,881
18	Weatherization Inspector / Auditor	36,176	47,028	57,881
18	Career Facilitator	36,176	47,028	57,881
19	Service Corps Coordinator	37,984	49,380	60,775
19	Stormwater Educator	37,984	49,380	60,775
19	District Resource Center Director	37,984	49,380	60,775
20	Aging Program Planner	39,883	51,849	63,814
20	Family Caregiver Support Specialist	39,883	51,849	63,814
20	GIS Planner	39,883	51,849	63,814
20	Housing Coordinator	39,883	51,849	63,814
20	Pretrial Release Coordinator	39,883	51,849	63,814
20	Workforce Business Services Coordinator	39,883	51,849	63,814
20	Long-Term Care Ombudsman	39,883	51,849	63,814
20	Regional Planner I	39,883	51,849	63,814
20	Management Analyst	39,883	51,849	63,814
21	Accountant	41,878	54,441	67,004
21	Network Specialist	41,878	54,441	67,004
22	Stormwater Program Supervisor	43,972	57,163	70,354

Salary Grade	Class Title	Minimum	Mid-Point	Maximum
22	Senior Long-Term Care Ombudsman	43,972	57,163	70,354
22	Senior GIS Planner	43,972	57,163	70,354
22	Regional Planner II	43,972	57,163	70,354
22	Criminal Justice Project Reentry Coordinator	43,972	57,163	70,354
23	(Reserved for Future Use)	46,170	60,021	73,872
24	Long-Term Care Program Manager	48,479	63,022	77,566
24	Special Projects Manager	48,479	63,022	77,566
24	Aging Community Based Programs Manager	48,479	63,022	77,566
25	Workforce Development Projects Manager	50,903	66,173	81,444
25	Economic Development Program Administrator	50,903	66,173	81,444
25	GIS Manager	50,903	66,173	81,444
25	Information and Data Services Manager	50,903	66,173	81,444
25	Senior Regional Planner	50,903	66,173	81,444
25	Workforce Development Program Manager	50,903	66,173	81,444
26	(Reserved for Future Use)	53,448	69,482	85,516
27	Regional Planning Programs Manager	56,120	72,956	89,792
27	Water Resources Manager	56,120	72,956	89,792
27	IT Manager	56,120	72,956	89,792
27	Finance Manager	56,120	72,956	89,792
27	Area Agency on Aging Assistant Director	56,120	72,956	89,792
27	Workforce Development Assistant Director	56,120	72,956	89,792
28	(Reserved for Future Use)	58,926	76,604	94,282
29	Criminal Justice Program Director	61,872	80,434	98,996
29	Housing Program Director	61,872	80,434	98,996
30	(Reserved for Future Use)	64,966	84,456	103,946
31	Administration and Member Services Director	68,214	88,679	109,143
31	Area Agency on Aging Director	68,214	88,679	109,143
31	Finance Director	68,214	88,679	109,143
31	Regional Planning Director	68,214	88,679	109,143
31	Workforce Development Director	68,214	88,679	109,143
32	(Reserved for Future Use)	71,625	93,113	114,600
33	Assistant Director	75,206	97,768	120,330

6. Request to accept weatherization grant from NC Department of Energy, by Reginald McCaskill, PTRC Workforce Program Manager

Mr. McCaskill stated that on Tuesday, July 31, 2012, PTRC staff met with representatives of the Office of Energy in the Department of Commerce. This meeting followed PTRC being awarded a grant in the revised amount of \$1,554,300.00. He stated that the grant will provide weatherization assistance to low income families the following counties: Davidson, Guilford, Forsyth, Randolph and Rockingham and the primary objective of this grant is to help North Carolinians save energy and reduce utility bills. This is a one year grant with potential of renewal.

Staff recommends approve of receipt of the weatherization grant and its associated activities.

Motion was made by Mr. Alexander, seconded by Mr. Marshall, and carried unanimously to recommend that the PTRC Board of Delegates approve the request to accept the weatherization grant from the NC Department of Energy.

7. Request to enter into contract with Surry County, Health and Nutrition Services, DBA Senior Services to provide the leadership of the Community Resource Connection (CDC) in the amount of \$18,000 for the period July 1, 2012 through December 31, 2012, by Kim Dawkins Berry, PTRC Area Agency on Aging Director

Ms. Berry stated that this program involves collaboration with all critical aging and disability agencies and service organizations such as Social Services, Vocational Rehabilitation, Social Security and Hugh Chatham Memorial Hospital. An important activity included will be working with the transition of persons 65+ from the point of hospital discharge to the community services programs to avoid readmission.

The PTRC Area Agency on Aging has previously administered a contract with an individual to provide activities associated with the Community Resource Connection. The County of Surry has now taken over that particular service and hired this individual on a full time basis.

We are requesting approval to enter into contract with Surry County, Health and Nutrition Services, DBA Senior Services in the amount of \$18,000 for the period August 1, 2012 thru December 31, 2012 to perform the necessary activities, associated with administration of the Community Resource Connection, (CRC).

Motion was made by Mr. White, seconded by Mr. Lankford, and carried unanimously to recommend that the PTRC Board of Delegates approve PTRC staff entering into contract with Surry County, Health and Nutrition Services, DBA Senior Services to provide the leadership of the Community Resource Connection (CDC) in the amount of \$18,000 for the period July 1, 2012 through December 31, 2012.

8. Office Space Update

Mr. Dolge, PTRC Executive Director, presented to the PTRC Executive Committee for their consideration, a lease agreement with the Arden Group to expedite the construction and ultimate occupation by PTRC of permanent office space in Kernersville.

He stated that the PTRC Board of Delegates voted unanimously on June 20, 2012 to enter into contract for construction of this office space for the price of \$4,000,000. Arden Group was selected through an open bid process and has developed a build-to-suit construction project to fit our custom needs. In order to be able to break ground expeditiously the Arden Group needs the security of having a lease executed with a \$250,000 security deposit. The \$250,000 security deposit would be credited towards the purchase of the building by PTRC at closing.

Mr. Dolge shared with the Executive Committee the advantage of the proposed lease-to-purchase arrangement with the Arden Group. He stated that it will begin construction while PTRC works through the financing process established by the Local Government Commission. We anticipate that process could take two months. The plan is to complete the financing process, the real estate closing, and to purchase the building without the lease going into full effect. PTRC would purchase the building from Arden Group and occupy the building by April of 2013. The terms of this lease, as with most lease arrangements, are not as financially advantageous as purchasing the building outright. The lease is for 15 years with monthly rent payments of \$28,333. If financing is unavailable to PTRC, we are committed to a 15 year lease and the associated \$5,400,000 cost.

Mr. Dolge pointed out the following factors:

- PTRC Board of Delegates have decided to purchase its own building rather than lease,
- PTRC has agreement on the project scope and cost, and the board understands that financing is more a question of timing than feasibility.

Board members do need to understand that the offer to purchase the property is being negotiated and our attorney advises that there will be an additional option cost with this agreement. If we execute this option agreement and financing fails this amount will go toward the lease payments.

Mr. Dolge recommended approved to enter into lease-to-purchase arrangement and provide Arden Group with a \$250,000 security deposit.

Considerable discussion followed. Councilman Latimer Alexander, City of High Point expressed his concerns about the pace of the process and the decisions of the Board.

Motion was made by Ms. Philipps, seconded by Mr. Blake, and carried to enter into a lease-to-purchase agreement with the Arden Group and to provide the Arden Group with a \$250,000 security deposit. There was one nay vote.

9. Old business

There was no old business.

10. New business

Chair Frye presented the following resolution of commendation for Matthew Chase for his service with the National Association of Development Organizations (NADO) and requested approve.

RESOLUTION OF COMMENDATION FOR MATTHEW CHASE

WHEREAS, Matthew Chase served 15 years with the National Association of Development Organizations (NADO), and 9 years as Executive Director of NADO; and

WHEREAS, NADO is the premier, comprehensive membership organization that serves Councils of Governments and Regional Councils across the United States; and

WHEREAS, Matt Chase developed and strengthened programming to ensure the vibrancy and relevancy of regions in the national landscape; and

WHEREAS, Mr. Chase's policies encouraged and institutionalized innovation and superior customer service as a hallmark of NADO; and

WHEREAS, Mr. Chase made numerous trips to North Carolina and the Triad to help strengthen the regional structure in our state; and

WHEREAS, Mr. Chase assisted the Northwest Piedmont Council of Governments and the Piedmont Triad Council of Governments with analysis of their programs and technical assistance to strengthen their operations and was a key consultant in the process to create the Piedmont Triad Regional Council.

NOW THEREFORE BE IT RESOLVED, that the Board of Delegates and the Executive Committee of the Piedmont Triad Regional Council hereby commend Mr. Matthew Chase for his work as Executive Director of the National Association of Development Organizations and wish him the best of luck as he continues to serve local governments as the Executive Director of the National Association of Counties (NACo).

Adopted by a unanimous vote of the Piedmont Triad Regional Council Executive Committee, this the 1st day of August 2012.

Darrell Frye, Chairman
Director

Matthew L. Dolge, Executive
Director

Motion was made by Mr. Pugh, seconded by Mr. Marshall, and carried unanimously to approve the resolution of commendation for Matthew Chase for his services to NADO.

11. Chairman's remarks and announcements

- August PTRC Board of Delegates meeting –
Wednesday, August 15, 2012, 12:00 Noon
Paul J. Ciener Botanical Gardens, 215 South Main Street
Kernersville, NC
- September PTRC Executive Committee meeting –
Wednesday, September 5, 2012, 12:00 Noon
Paul J. Ciener Botanical Gardens, 215 South Main Street
Kernersville, NC


12. Informational Items

There were no informational items.

13. Adjournment

There being no other business, the meeting adjourned at 1:35 p.m.


Chair


Executive Director

