

Counties

Alamance
Caswell
Davidson
Davie
Forsyth
Guilford
Montgomery
Randolph
Rockingham
Stokes
Surry
Yadkin

Municipalities

Archdale
Asheboro
Bermuda Run
Bethania
Biscoe
Boonville
Burlington
Candor
Clemmons
Cooleemee
Danbury
Denton
Dobson
East Bend
Eden
Elkin
Elon
Franklinville
Gibsonville
Graham
Green Level
Greensboro
Haw River
High Point
Jamestown
Jonesville
Kernersville
King
Lewisville
Lexington
Liberty
Madison
Mayodan
Mebane
Midway
Mocksville
Mount Airy
Mt. Gilead
Oak Ridge
Pilot Mountain
Pleasant Garden
Ramseur
Randleman
Reidsville
Rural Hall
Seagrove
Stokesdale
Stoneville
Summerfield
Thomasville
Tobaccoville
Trinity
Troy
Village of Alamance
Walkertown
Wallburg
Walnut Cove
Wentworth
Winston-Salem
Yadkinville
Yanceyville



Piedmont Triad Regional Council Executive Committee

Agenda

Wednesday, February 1, 2017

12:00 noon

PTRC Headquarters

1398 Carrollton Crossing Drive
Kernersville, NC 27284

Item

Official

Lunch

Please note the 11:45 a.m. lunch start time and join us as you are able. RSVP to Katie Mitchell at (336)904-0345 or by email at kmitchell@ptrc.org.

Katie Mitchell

Program Assistant

A. Call to Order, Welcome, Moment of Silence, and Pledge of Allegiance

Nathaniel Hall
Chair

B. Presentation: Dr. James C. Williamson, President of NC Community Colleges "The Relationship between Community Colleges, Workforce and Economic Development"

C. Action Items

- | | |
|--|--|
| 1) Request for approval of November 2, 2016
PTRC Executive Committee Minutes (attachment) | Nathaniel Hall
Chair |
| 2) Request to adjust the Assignment of
Classifications to Grades | Matt Reece
Assistant Director |
| 3) Request for authorization to apply for Urgent
Repair funding from NCFHA for Rockingham,
Surry, and Stokes counties | Michael Blair
Housing Director |
| 4) Request for authorization to enter into contract
for \$79,268 with MIPPA for funding period
October 1, 2016 to September 30, 2017 | Blair Barton-Percival
AAA Director |

D. Executive Director's Report

Matthew Dolge
Executive Director

E. Old Business

Nathaniel Hall
Chair

F. New Business

Nathaniel Hall
Chair

G. Around the Region

At this time, Board members are asked to discuss any upcoming events or informational items that pertain to their local government or region.

Nathaniel Hall
Chair

H. Chairman's Remarks and Announcements

Nathaniel Hall
Chair

- 1) **PTRC Executive Committee Meeting**
Wednesday, March 1, 2017 11:45 a.m.
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284
- 2) **PTRC Board of Delegates Meeting**
Wednesday, April 19, 2017 12:00
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284
- 3) **2017 PTRC Meeting Dates** *(attached)*

I. Informational Items

- 1) **Monitoring Report- Urgent Repair Program**
- 2) **Golden Leaf Update**

Michael Blair
Housing Director

Jesse Day
Planning Director

ACTION ITEM 2

M-E-M-O-R-A-N-D-U-M

TO: PTRC Executive Committee
FROM: Matt Reece, Assistant Director
DATE: February 1, 2017
RE: Request to adjust the Assignment of Classifications to Grades.

The Executive Director is responsible for the administration and maintenance of the position classification and pay plan. Department directors are responsible for bringing to the attention of the Executive Director any material change in the work of staff for further review and study to determine if the classification of the position should be changed. The Executive Director will then bring requests to create new classifications to the Board of Delegates for approval.

As of February 1, 2017, PTRC has divested to independent contractors, ResCare Inc. and Goodwill, the direct services programs and staff formerly in the Workforce Development Department. This change has resulted in the need to reorganize the remaining administrative staff roles reporting directly to the Workforce Development Board. A revised organizational chart for the Workforce Development Department is attached. The Workforce Development Director, Wendy Walker-Fox, is requesting the following additions and deletions of classes, see the table below:

Additions				
Grade	Title	Minimum	Mid-Point	Maximum
19	Contracts & Accountability Specialist	39,124	50,861	62,598
20	Adult & Dislocated Worker Program Coordinator	41,080	53,404	65,728
20	Youth Program Coordinator	41,080	53,404	65,728
21	Strategic Initiatives Coordinator	43,134	56,074	69,014
Deletions				
16	Service Corp Crew Leader	33,797	43,936	54,075
18	Accountability Specialist	37,261	48,439	59,617
18	Career Facilitator	37,261	48,439	59,617
18	Service Corps Coordinator	37,261	48,439	59,617
19	Career Facilitator, Lead	39,124	50,861	62,598
21	Network Specialist	43,134	56,074	69,014

We would also like to take this opportunity to remove obsolete classes in the Aging Department

Deletions				
Grade	Title	Minimum	Mid-Point	Maximum
24	Aging Community Based Programs Manager	49,933	64,913	79,893
24	Long-Term Care Program Manager	49,933	64,913	79,893

ACTION ITEM 2 CONTINUED

The Executive Director concurs and recommends the adoption of this change to the PTRC pay plan. For your reference, the 2017 assignment of classifications to grades is enclosed with the proposed change incorporated. The 2017 salary table is unchanged from previously adopted.

Requested Action:

PTRC staff recommends the adoption of the changes to the PTRC pay plan.

ACTION ITEM 2 CONTINUED

Table 2. Assignment of Classes to Salary Grades (Annual salary based on 2,080 hours)

	<u>Minimum</u>	<u>Pay Target</u>	<u>Maximum</u>	<u>Class Title</u>
9	15,080	N/A	31,200	General staff / Temporary Employee / Intern
10	25,220	32,785	40,351	(Reserved for Future Use)
11	26,481	34,425	42,369	(Reserved for Future Use)
12	27,805	36,146	44,487	Office Assistant
13	29,195	37,953	46,712	(Reserved for Future Use)
14	30,655	39,851	49,047	Housing Specialist I Program Assistant Weatherization Program Assistant
15	32,187	41,843	51,500	Accounting Technician I
16	33,797	43,936	54,075	Maintenance Technician
17	35,486	46,132	56,778	Accounting Technician II Aging MIS Specialist Clerk to the Board Human Resources Specialist Workforce Development Executive Assistant
18	37,261	48,439	59,617	Housing Inspector Housing Program Specialist II Housing Rehabilitation Specialist Weatherization Inspector / Auditor
19	39,124	50,861	62,598	District Resource Center Coordinator
20	41,080	53,404	65,728	Aging Program Planner Family Caregiver Support Specialist Housing Grants Coordinator Housing Senior Rehabilitation Specialist Long-Term Care Ombudsman Management Analyst Pretrial Release Coordinator Regional Planner I Weatherization Inspector / Auditor, Lead Workforce Business Services Coordinator

(Continued next page)

<u>Minimum</u>	<u>Pay Target</u>	<u>Maximum</u>	<u>Class Title</u>	
21	43,134	56,074	69,014	Accountant Weatherization Program Supervisor
22	45,291	58,878	72,465	Criminal Justice Project Reentry Coordinator Regional Planner II Senior Long-Term Care Ombudsman
23	47,555	61,822	76,088	Accountant, Senior
24	49,933	64,913	79,893	Special Projects Manager Workforce Development Projects Manager
25	52,430	68,159	83,887	Economic Development Program Administrator Information & Data Services Manager Regional Planner, Senior Workforce Development Program Manager
26	55,051	71,566	88,082	(Reserved for Future Use)
27	57,804	75,145	92,486	Planning Assistant Director
28	60,694	78,902	97,110	Area Agency on Aging Assistant Director IT Manager Finance Assistant Director
29	63,729	82,847	101,966	(Reserved for Future Use)
30	66,915	86,989	107,064	(Reserved for Future Use)
31	70,261	91,339	112,417	Area Agency on Aging Director Criminal Justice Program Director Finance Director Housing Program Director Regional Planning Director Weatherization Program Director Workforce Development Director
32	73,774	95,906	118,038	(Reserved for Future Use)
33	77,462	100,701	123,940	Assistant Director

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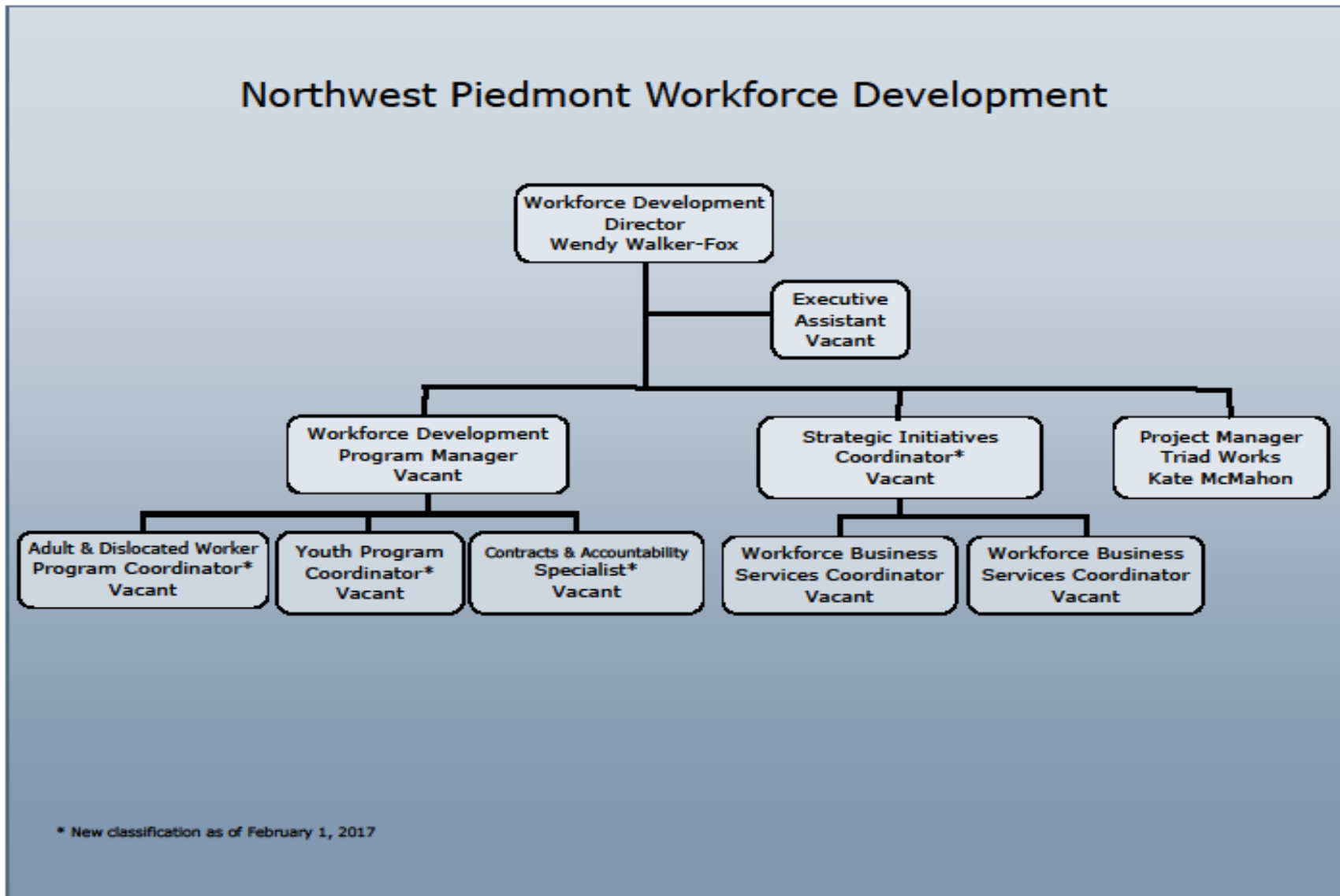
ACTION ITEM 2 CONTINUED

Table 3: Salary Table (Annual salary based on 2,080 hours)

Salary Grade	Minimum	Pay Target	Maximum	Developmental Increase	Min Hourly	Pay Target Hourly	Max Hourly	DI Hourly
9	15,080.00		31,200.00		7.250		15.000	
10	25,219.55	32,785.42	40,351.28	945.73	12.125	15.762	19.400	0.455
11	26,480.53	34,424.69	42,368.84	993.02	12.731	16.550	20.370	0.477
12	27,804.55	36,145.92	44,487.29	1,042.67	13.368	17.378	21.388	0.501
13	29,194.78	37,953.22	46,711.65	1,094.80	14.036	18.247	22.458	0.526
14	30,654.52	39,850.88	49,047.23	1,149.54	14.738	19.159	23.580	0.553
15	32,187.25	41,843.42	51,499.59	1,207.02	15.475	20.117	24.759	0.580
16	33,796.61	43,935.59	54,074.57	1,267.37	16.248	21.123	25.997	0.609
17	35,486.44	46,132.37	56,778.30	1,330.74	17.061	22.179	27.297	0.640
18	37,260.76	48,438.99	59,617.22	1,397.28	17.914	23.288	28.662	0.672
19	39,123.80	50,860.94	62,598.08	1,467.14	18.810	24.452	30.095	0.705
20	41,079.99	53,403.99	65,727.98	1,540.50	19.750	25.675	31.600	0.741
21	43,133.99	56,074.19	69,014.38	1,617.52	20.737	26.959	33.180	0.778
22	45,290.69	58,877.89	72,465.10	1,698.40	21.774	28.307	34.839	0.817
23	47,555.22	61,821.79	76,088.36	1,783.32	22.863	29.722	36.581	0.857
24	49,932.98	64,912.88	79,892.77	1,872.49	24.006	31.208	38.410	0.900
25	52,429.63	68,158.52	83,887.41	1,966.11	25.207	32.769	40.330	0.945
26	55,051.11	71,566.45	88,081.78	2,064.42	26.467	34.407	42.347	0.993
27	57,803.67	75,144.77	92,485.87	2,167.64	27.790	36.127	44.464	1.042
28	60,693.85	78,902.01	97,110.17	2,276.02	29.180	37.934	46.688	1.094
29	63,728.55	82,847.11	101,965.67	2,389.82	30.639	39.830	49.022	1.149
30	66,914.97	86,989.47	107,063.96	2,509.31	32.171	41.822	51.473	1.206
31	70,260.72	91,338.94	112,417.16	2,634.78	33.779	43.913	54.047	1.267
32	73,773.76	95,905.89	118,038.01	2,766.52	35.468	46.109	56.749	1.330
33	77,462.45	100,701.18	123,939.92	2,904.84	37.242	48.414	59.586	1.397

Note: Developmental increases are contingent upon individual employee performance. Developmental increases are applied as a flat dollar amount and the value of that amount ranges from 3.75% at minimum, to 2.88% at pay target, and averages 3.32% over the calculated eight year implementation period.

ACTION ITEM 2 CONTINUED



ACTION ITEM 3

M-E-M-O-R-A-N-D-U-M

To: PTRC Executive Committee
FROM: Michael Blair, PTRC Housing Director
DATE: February 1, 2017
RE: Request for authorization to apply for Urgent Repair funding from North Carolina Housing Finance Agency (NCHFA) for Rockingham, Yadkin, Surry and Stokes Counties

The PTRC Housing Department has applied for one combined 2017 NCHFA Urgent Repair Grant for Rockingham, Yadkin, Surry and Stokes. The grant is for \$200,000 with approximately \$50,000 applied in each county. The maximum funding per unit is \$8,000.

The application for the 2017 NCHFA Urgent Repair Grant was due January 23rd 2017.

ACTION REQUESTED:

PTRC Housing Department staff is requesting that the Executive Committee approve the application for ESFRLP17 funding for Rockingham, Yadkin, Surry and Stokes, Counties.

ACTION ITEM 4

M-E-M-O-R-A-N-D-U-M

TO: PTRC Executive Committee
FROM: Blair Barton-Percival, Director, Area Agency on Aging
DATE: January 26, 2017
RE: Request authorization to enter into contract with the North Carolina Department of Insurance for Medicare Improvements for Patients and Providers Act 2008 (MIPPA) funding in the amount of \$79,268 for the period of October 1, 2016 to September 30, 2017.

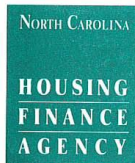
Area Agencies on Aging (AAA) across North Carolina are working with Senior Health Insurance Information Programs (SHIIP) to outreach to older adults and individuals who have mental or physical disabilities who are eligible for Low Income Subsidized Medicare benefits. The PTRC Area Agency on Aging has been awarded \$79,268 to continue providing outreach and education across the region.

This allocation will allow the AAA to identify potential beneficiaries throughout the region using various methods and targeted outreach. We will use all connections we have to leverage an increased number of people. In anticipation of this funding, we have already discussed targeting methods with SHIIP coordinators to effectively service our counties.

ACTION REQUESTED:

PTRC AAA request authorization to enter into contract for \$79,268 with the North Carolina Department of Insurance for Medicare Improvements for Patients and Providers Act 2008, (MIPPA) funding for the period October 1, 2016 to September 30, 2017.

INFORMATIONAL ITEM 1



January 9, 2017

A self-supporting
public agency

Mr. Matthew Dolge, Executive Director
Piedmont Triad Regional Council
1398 Carrollton Crossing Dr.
Kernersville, NC 27284

A. Robert Kucab
Executive Director

Dear Mr. Dolge:

PO Box 28066
Raleigh, NC
27611-8066

This letter is written to present the results of a review of Piedmont Triad Regional Council's Urgent Repair Program project (URP1526), based on a site visit on November 15, 2016, as well as a review of other documentation on file at the North Carolina Housing Finance Agency (the Agency). I conducted the review.

3508 Bush Street
Raleigh, NC
27609-7509

The review was intended to: 1) gauge progress of your project; 2) determine compliance with the approved Application, Funding Agreement and URP15 guidelines; and 3) provide technical assistance and recommendations as needed.

TEL. 919-877-5700
FAX. 919-877-5701
www.nchfa.com

Although a review of this nature would not necessarily disclose all instances of non-compliance with program regulations, I feel that Piedmont Triad Regional Council has made a good-faith effort toward meeting the goals of the program within the guidelines and regulations.

Enclosed is a Monitoring Report detailing the results of the review. A response is not required.

The Agency appreciates Piedmont Triad Regional Council's participation in the Urgent Repair Program, and its ongoing efforts to improve housing conditions of those most in need. I want to thank your housing staff and you for the cooperation and courtesy extended to me during the review. I look forward to working with you and your staff during the completion of this project as well as with your future projects.

Sincerely,

A handwritten signature in black ink that reads "Chuck Dopler".

Chuck Dopler
Senior Housing Rehabilitation/Supportive Housing Officer

Cc: Mr. Michael Blair, Housing Director

**Monitoring Report
Piedmont Triad Regional Council
URP1526**

Progress of Programs:

Per Piedmont Triad Regional Council's submitted Project Management Reports and on-site discussions, you had six units completed or under repair at the time of my visit. Your progress on this project has been acceptable and reporting has so far been completed in a timely manner. You proposed ten units in your Application for Funding. There is still time for the repair of the additional four units or more so long as they were under contract by December 31, 2016, the project completion date. URP15 shall be closed out by February 15, 2017.

Compliance with Program Guidelines:

Policies and Procedures

Several policies and procedures were reviewed before our visit. The procurement policy, disbursement policy and assistance policy appeared more than adequate to govern the administration of the project.

Case File Reviews

A review of five URP case files (Robert Brooks and Billie King in Surry County, and Marsha Massey, Joshua Joyce, and Lisa Sizemore in Stokes County) revealed that much good work has gone into gathering and neatly organizing documentation required by the guidelines of the Program. The case files were straightforward and allowed their review to go quickly. All documentation required by the Program Guidelines was contained in each of the case files. The few questions that arose during the desktop monitoring of these files at the Agency were answered satisfactorily during a discussion with the Housing Staff on the day of monitoring.

Inspection of Completed Units

The five units associated with the reviewed case files were inspected during our visit. All accessible completed construction was reviewed. Not all of the homeowners were available during the monitoring visits. Randy Lawson and John Quiros accompanied me on all of the inspections. The repairs and modifications completed on the units appeared to have been done according to applicable codes and the requirements of the Urgent Repair Program. The interviewed homeowners expressed their appreciation and complete satisfaction for the work that had been done.

While PTRC is relatively new to the Agency's Urgent Repair Program, the results of this monitoring visit confirm that the project has been well administered. We thank you for your demonstrated hard work.

INFORMATIONAL ITEM 1 CONTINUED



January 24, 2017

A self-supporting
public agency

A. Robert Kucab
Executive Director

PO Box 28066
Raleigh, NC
27611-8066

3508 Bush Street
Raleigh, NC
27609-7509

TEL: 919-877-5700
FAX: 919-877-5701
www.nchfa.com

Mr. Matthew Dolge, Executive Director
Piedmont Triad Regional Council
1398 Carrollton Crossing Dr.
Kernersville, NC 27284

*Matthew -
Thanks for being such
a productive partner!
Bill*

Dear Mr. Dolge:

Per our records, Piedmont Triad Regional Council has met all requirements to close out its 2015 Urgent Repair Program project (URP1526).

The thirteen dwelling units you have repaired/modified with Program funds will allow those assisted to remain in their homes with greater safety and improved quality of life. We congratulate you on this accomplishment.

No additional Project Management Reports are due for this project. However, reports for G.S. 143C-6-23 and OMB Circular A may be required as referenced in the financial audit requirements of the Program Guidelines (PG 3.9). Additionally, please note that Program records must be retained for at least three years from the date of this letter. Therefore, please retain the Program records until at least January 23, 2020 (PG 3.7.1).

Thank you for your part in the success of the Urgent Repair Program. We look forward to continuing to work with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "C. William Dowse".

C. William Dowse
Director of Strategic Investment

cc: Mr. Michael Blair, Housing Director

INFORMATIONAL ITEM 2



(LONG-TERM ECONOMIC ADVANCEMENT FOUNDATION)

BARRY DODSON
CHAIRMAN OF THE BOARD

January 20, 2017

DAN GERLACH
PRESIDENT

Mr. Matthew Dolge
Executive Director
Piedmont Triad Regional Development Corporation
1398 Carrollton Crossing Drive
Kernersville, North Carolina 27284

Dear Mr. Dolge:

Thank you for submitting a full proposal to the Golden LEAF Foundation for your project, "PTRC Regional Investment Fund." We appreciate the opportunity to learn about your efforts and the potential impact this project has for the communities you serve and our State.

Based on an initial review, your application package is complete. If we find we need additional information, we will contact you. Should you have any questions, please feel free to call.

Sincerely,

A handwritten signature in dark ink, appearing to read "D. Gerlach".

Dan Gerlach
President

DG:dp

Meeting Dates 2017

1398 Carrollton Crossing Drive

Kernersville, NC 27284

12:00 noon

PTRC Executive Committee 1st Wednesday	PTRC Board of Delegates 3rd Wednesday
January - none	January - none
February 1, 2017	February 15, 2017 - cancelled
March 1, 2017	March - none
April 5, 2017	April 19, 2017
May 3, 2017	May - none
June 7, 2017	June 21, 2017
July - none	July - none
August 2, 2017	August 16, 2017
September 6, 2017	September - none
October 4, 2017	October 18, 2017
November 1, 2017	November - none
December 6, 2017	December 20, 2017