



**Executive Committee
January 25, 2023**

**Hybrid Meeting In-Person at Buncombe County Public Safety Training Facility in Woodfin
and Remotely via Zoom**

AGENDA

1. Call to Order (11:00am)

2. Consent Agenda

Consent Agenda items are considered routine and noncontroversial in nature, and are considered and approved by a single motion and vote. If any member of the Executive Committee requests an item be removed from the Consent Agenda for separate consideration and action that item will be placed under the Business, Updates and Discussion section of the agenda.

- A. November 30, 2022 Executive Committee Meeting Minutes
- B. Budget Amendment #4

3. New Business

- A. Audit Presentation FY21-22
- B. NEMT and Mountain Mobility salary adjustments
- C. EQV Strategic contract
- D. FTZ Schedule
- E. Waste Reduction Partners position
- F. USDOL "GO PLACES" grant positions
- G. Transfr VR procurement
- H. LOSRC P20 position

4. Other Items

- A. Executive Director Report

6. Adjournment

**Land of Sky Regional Council
Executive Committee
Regular Meeting
November 30, 2022**

Minutes

Land of Sky Regional Council's Executive Committee held a meeting at the offices of Council that included access through the Zoom platform on Wednesday, November 30, 2022. Executive Committee members participating in the meeting included Chair Patrick Fitzsimmons, Jason Chappell, Maureen Copelof, Matt Wechtel, and Barbara Volk, and Preston Blakely constituting a quorum.

Land of Sky staff participating in the meeting included Nathan Ramsey, Patricia Rosenburg, Christina Giles (Zoom Host), Vicki Jennings, Erica Anderson, and Glenda Brown, and Zia Rifkin (Minutes). Land of Sky's Legal Counsel, Susan Russo-Klein was present, too.

Call to Order –Chair Fitzsimmons called the meeting to order at approximately 11:00 am.

Approval of Consent Agenda – The consent agenda composed of item A. October 2022 Executive Committee Minutes was presented for approval with no modification requested.

Matt Wechtel moved to approve the consent agenda as presented. Barbara Volk seconded, and the motion carried unanimously upon a roll call vote, and without further discussion.

New Business

LOSRC Staff Holiday Bonus

Nathan Ramsey shared that Council annually awards a holiday bonus to staff based on longevity as per the following schedule.

In 1991, a progressive system was established to determine the amount of bonus for each employee based on his or her years of service. Last year, the Executive Committee voted to raise the amounts of bonus for each employee as follows: less than three year- \$100; three years but less than 5 years- \$150; and five years or more- \$200. The Council pays both the employer's and the employee's share of FICA taxes so that the net amount of the check is equal to the amount listed above.

Based on the above system, bonuses for 2022 would cost the Council approximately \$13,929.48 (\$11,950.00 plus employee FICA of \$989.74 and employer FICA of \$989.74).

For others who serve the Council directly, monetary gifts (checks paid through accounts payable) would be given to express appreciation of their contributions to LOSRC. The following are recommended for this form of recognition at the amount shown:

Terry Albrecht	WRP Program Mgr.	\$ 100.00
Tracy Wahl	Brownfields Program	\$ 100.00
Leslie Clay	Maintenance	\$ 100.00
Dr. Joseph Fox	Workforce/P20	\$ 100.00
Dr. Jim Meyer	All LOSRC	\$ 100.00
Angela Frady	INspire Intern	\$ 100.00
Owen McDonald	UNC McCullough Fellow	\$ 100.00
Felix Soto	INspire Intern	\$ 100.00
Kennedy Young	DOE Program	\$ 100.00
Additional TOTAL		\$ 900.00

Barbara Volk moved to approve awarding the Land of Sky Regional Council holiday staff bonus as presented. Jason Chappell seconded, and the motion carried upon a roll call vote, and without further discussion.

Finance Director, Patricia Rosenberg shared that Anderson, Smith and Wike plan to present the FY21/22 Audit information to Council at the January 2023 meeting. She noted that the LGC requires the audit to be submitted by November 1 with a one-month extension to December 1. She noted that many audit firms are getting away from doing government audits, which is causing audits to take longer for those firms that continue to offer the service. The official auditor report will be available for the January meeting and the FY 21/22 audit will be submitted tonight in time for the deadline. Nathan Ramsey noted that Anderson, Smith and Wike is the audit firm for Southwestern COG and many school systems. No findings were noted for the audit period ending June 30, 2022.

Nathan shared that the Town of Woodfin has agreed to host the January Board meeting and plans are underway to accommodate the Board.

Information item.

Land of Sky Regional Council Board Appointments

Nathan also shared that as a result to recent elections, Commission Gentry was not reelected and this creates a vacancy on the Executive Committee. He shared also that Council's bylaws provide that the Executive Committee shall make the Minority Interests/At-large appointments for the Board of Delegates. The minority interests/at-large slots on the Board for Buncombe and Transylvania Counties are currently vacant and he requested direction on how to proceed with finding individuals with the requisite characteristics for these appointments. He noted that a process for appointment of these slots on the Board is not specified in the bylaws.

Chair Fitzsimmons suggested waiting until next month when newly elected officials have been sworn in before proceeding. Jason Chappell shared that a memo should be submitted to the County Clerk for the vacant slot for Minority Interest/At-Large representative.

Nathan Ramsey requested guidance on the vacancy created by Commission Gentry's exit from the Madison Commission. He noted that Mayor Copelof is the Secretary to the Board, Mayor Blakely is the Treasurer, and Mayor Volk is the Past Chair on the Board. The bylaws do not specify a specific course of action; however, the current slate of Officers/Executive Committee members were selected by a nominating committee and approved by the Board. He noted that there have been cases where vacancies on the Executive Committee that occurred during the fiscal year were not filled until the next Annual Meeting.

Discussion occurred regarding the options available to the Executive Committee for the vacated slot. Barbara Volk shared that there is still the second half of the fiscal year before a new slate of officers is in place and she recommended filling the slot. Susan Russo-Klein confirmed that the bylaws do not provide a process for filling the vacancy. Nathan Ramsey noted that current officers could move up one slot, which would move Mayor Copelof into the Vice Chair position. Maureen Copelof was agreeable to the solution to become the Vice Chair. Nathan Ramsey suggested that Mayor Blakely would continue serving in his role as Treasurer and Mayor Copelof would also continue as Secretary. Susan Russo-Klein agreed this would be an adequate solution to the vacancy created by Commission Gentry rolling off of the Executive Committee.

Chair Fitzsimmons moved to make Mayor Copelof the Vice Chair until a new slate of officers take their places on July 1, 2023. Matt Wechtel seconded the motion, which carried upon a roll call vote, and without further discussion.

NC Association of Regional Council of Governments Forum Representative

Nathan Ramsey shared that Mayor Larry Harris currently serves as the Forum representative. He was not re-elected so the Executive Committee needs to appoint a board member to serve in this role. The Forum generally meets bi-monthly and there is option for in-person or remote participation.

"The Forum is a unique venue where municipal and county elected officials and community leaders convene to research and discuss issues and policies and seek regional solutions for local units of government and the State of North Carolina. This body focuses on issues that can best be addressed on a regional or statewide basis and then champions regional solutions to challenges facing its member governments through collaboration, partnership and consensus building. The Forum consists of elected officials and community leaders from the 16 regional councils across North Carolina and serve as an advocacy and advisory group to the Association."

Nathan Ramsey shared that travel could be involved as the Forum representative as the meetings are held throughout the State. The meetings offer a hybrid option, too. Forum members have a dinner the night before the meeting on the first (typically) of the month. LOSRC would support travel expense for the designated representative. He offered to send the Executive Committee the meeting schedule for their review and additional information is available on the www.ncacog.org website. Chair Fitzsimmons shared

that there seems to be some tradition of the past chair serving as the Forum representative. Mayor Volk shared that she might be able to serve; however, the City of Hendersonville's Council meeting is held on the first Thursday of each month.

Chair Fitzsimmons moved to elect Mayor Volk as the Forum representative. Maureen Copelof seconded the motion, which carried upon a roll call vote, and without further discussion.

Other Items

Executive Director Report

Nathan Ramsey shared that his current report is included in the agenda packet, and he encouraged Executive Committee members to reach out with any questions or comments regarding the report.

Nathan Ramsey shared that today's Board meeting is dedicated to the annual Awards Presentation. He shared that Mayor Volk is the recipient of the Charles H. Campbell Regional Leadership Award....cite rest of awards/recipients. Mayor Harris plans to introduce Josh Harrold for his award reception. Additionally, George Morosani will be awarded the award and the award will be presented to him by Robert Shepherd, the first LOSRC executive director.

Nathan Ramsey shared that special recognition would be presented to Commission Gentry and others including Al Whitesides (introduced by Commissioner Terri Wells). State legislators who are not returning to the General Assembly will also be recognized including Senator Edwards and Representatives Susan Fisher, John Ager, and Brian Turner. He shared that Senator Edwards is currently in Washington, DC in anticipation of his new role as the US Congressional Representative for District 11 in WNC.

Nathan Ramsey shared that Duke Energy Foundation is presenting a check (\$35,000) at the Board meeting to Emily Nicholson, Executive Director of the P20 Council (myFutureNC initiative) for a Workforce and Economic Development initiative.

Nathan Ramsey shared that a new position in the Finance Department has been posted for an accounts receivables clerk. The organization is very excited about adding this position to the Finance Team to increase capacity.

Adjournment

Chair Fitzsimmons adjourned the meeting upon unanimous consent, as there was no further business.

Respectfully submitted by Zia Rifkin

BUDGET AMENDMENT RESOLUTION FOUR, January 25, 2023

BE IT ORDAINED by the governing board of the Land of Sky Regional Council that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2023.

SECTION I. To amend the appropriation as follows:

AAA - Area Agency on Aging	\$	189,903.26
ECD - Economic and Community Development	\$	735,769.77
MAWD - Workforce Development	\$	548,314.00
MNG - General Operations	\$	79,785.00
WRP - Waste Reduction Partners	\$	30,413.00
TRAN - Transportation	\$	<u>(9,087.00)</u>
 Total Appropriations	\$	<u><u>1,575,098.03</u></u>

SECTION II. It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Area Agency on Aging	Federal	\$	108,008.00
	State	\$	-
	Local	\$	4,069.26
	Dues	\$	-
	Private	\$	34,018.00
	In Kind	\$	-
	Fees	\$	-
	Appropriated Fund Balance	\$	<u>43,808.00</u>
Total Area Agency on Aging		\$	<u><u>189,903.26</u></u>
 Economic and Community Development	Federal	\$	522,879.77
	State	\$	-
	Local	\$	34,000.00
	Dues	\$	121,384.00
	Private	\$	9,506.00
	In Kind	\$	-
	Fees	\$	-
	Appropriated Fund Balance	\$	<u>48,000.00</u>
Total Economic & Community Development		\$	<u><u>735,769.77</u></u>

BUDGET AMENDMENT RESOLUTION FOUR, January 25, 2023

Workforce Development	Federal	\$	330,708.00
	State	\$	116,091.00
	Local	\$	-
	Dues	\$	-
	Private	\$	101,515.00
	In Kind	\$	-
	Fees	\$	-
	Appropriated Fund Balance	\$	-
Total Workforce Development		\$	548,314.00
General Operations	Federal	\$	-
	State	\$	-
	Local	\$	-
	Dues	\$	24,785.00
	Private	\$	-
	In Kind	\$	-
	Fees	\$	-
	Appropriated Fund Balance	\$	55,000.00
Total General Operations		\$	79,785.00
WRP - Waste Reduction Partners	Federal	\$	-
	State	\$	-
	Local	\$	15,000.00
	Dues	\$	-
	Private	\$	15,413.00
	In Kind	\$	-
	Fees	\$	-
	Appropriated Fund Balance	\$	-
Total Waste Reduction Partners		\$	30,413.00

BUDGET AMENDMENT RESOLUTION FOUR, January 25, 2023

TRAN - Transportation	Federal	\$	(4,543.00)
	State	\$	(4,544.00)
	Local	\$	-
	Dues	\$	-
	Private	\$	-
	In Kind	\$	-
	Fees	\$	-
	Appropriated Fund Balance	\$	-
Total Transportation		\$	(9,087.00)
Total Estimated Revenues		\$	<u>1,575,098.03</u>

SECTION III. The finance officer is authorized to allocate the amounts of projects, programs and functions to appropriate objects of expenditures in accordance with the requirements of the contract concerning each project, program or function. The Finance Officer is authorized to reallocate departmental appropriations among various line item objects of expenditures and revenues as necessary during the budget year. However, any changes to salary or compensation of any employee for any reason shall be approved by the Executive Director and the Executive Committee before such changes takes effect.

SECTION IV. The Chairman and/or appropriate officers are authorized to execute all contracts or grants necessary to implement this budget, including federal and state grants, contracts for assistance to local governments and agencies, and subcontracts to local entities necessary to implement Council programs and activities.

SECTION V. Copies of this resolution shall be furnished to the finance/budget officer as directions in carrying out her official duties.

Adopted this 25th of January, 2023.

Mayor Patrick Fitzsimmons, Chair

Nathan Ramsey, Attest

Land of Sky Region Council
Revenue and Expenditures



Fiscal Year → **FY23**
Amendment → **Four**

Amendment Date → **1/25/23**

Revenue and Expenditures

Program Area	Proposed Budget as of Current Amendment -- 'Four'	Budget as of Previous Amendment -- 'Three'	Increase or (Decrease) between Current and Previous Amendment	Percent Change between Current and Previous Amendment	Percent Change between Current Amendment Proposed Budget and FY Begin
AAA - Area Agency on Aging	\$8,435,384	\$8,245,481	\$189,903	2.3%	3.7%
ECD - Economic and Community Development	\$5,793,138	\$5,057,368	\$735,770	14.5%	30.2%
MAWD - Workforce Development	\$5,399,021	\$4,850,707	\$548,314	11.3%	22.9%
MNG - General Operations	\$261,823	\$182,038	\$79,785	43.8%	43.2%
WRP - Waste Reduction Partners	\$330,877	\$300,464	\$30,413	10.1%	10.2%
TRAN - Transportation	\$1,416,387	\$1,425,474	(\$9,087)	-0.6%	-0.8%
Land of Sky Regional Council	\$21,636,630	\$20,061,532	\$1,575,098	7.9%	13.7%

Revenue by Source

Funding Source	Proposed Budget as of Current Amendment -- 'Four'	Budget as of Previous Amendment -- 'Three'	Increase or (Decrease) between Current and Previous Amendment	Percent Change between Current and Previous Amendment	Percent Change between Current Amendment Proposed Budget and FY Begin
Federal	\$13,983,750	\$13,026,697	\$957,053	7.3%	0.0%
State	\$2,482,766	\$2,371,219	\$111,547	4.7%	0.0%
Local	\$2,140,230	\$2,087,161	\$53,069	2.5%	0.0%
Dues	\$519,349	\$373,180	\$146,169	39.2%	0.0%
Private	\$1,669,839	\$1,509,387	\$160,452	10.6%	0.0%
Other	\$131,838	\$131,838	\$0	0.0%	0.0%
In-Kind	\$325,226	\$325,226	\$0	0.0%	0.0%
Fees	\$215,642	\$215,642	\$0	0.0%	0.0%
Appropriated Fund Balance	\$167,990	\$21,182	\$146,808	693.1%	0.0%
Land of Sky Regional Council	\$21,636,630	\$20,061,532	\$1,575,098	7.9%	13.7%

**Land of Sky Region Council
Revenue and Expenditures**



FY23 Fiscal Year

Four Amendment Number
1/25/23 Amendment Date

FY23 Budget at Amendment Three; Total for AAA	Amendment Four; Total for AAA	FY23 Budget at Amendment Four; Total for AAA
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AAA Area Agency on Aging

\$8,245,481	\$189,903	\$8,435,384
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Unit	Grant Number	Grant Name	FY Start	FY23 Budget at Amendment Three	Amendment Four	FY23 Budget at Amendment four
AAA	502	MFP- Transition Coordination Services	\$50,000	\$130,756	\$121,025	\$251,781
AAA	552	Buncombe County CAC Support	\$0	\$0	\$4,069	\$4,069
AAA	587	FGP - Pisgah Health Foundation	\$0	\$0	\$43,808	\$43,808
AAA	59A	SCP- PHF/Bridge Rural & Urban	\$60,684	\$60,684	\$21,001	\$81,685

Land of Sky Region Council
Revenue and Expenditures



FY23 Fiscal Year

Four
1/25/23

Amendment Number
Amendment Date

FY23 Budget at Amendment Three; Total for ECD	Amendment Four; Total for ECD	FY23 Budget at Amendment Four; Total for ECD
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ECD Economic and Community Development

\$5,057,368	\$735,770	\$5,793,138
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Unit	Grant Number	Grant Name	FY Start	FY23 Budget at Amendment Three	Amendment Four	FY23 Budget at Amendment Four
ECD	428	DHT-WNC Broadband Mapping	\$60,000	\$60,000	\$34,641	\$94,641
ECD	429	WGN	\$0	\$30,556	\$969	\$31,525
ECD	463	Stormwater Services	\$12,000	\$9,171	\$11,500	\$20,671
ECD	468	ARC Arts/ DHT	\$80,000	\$63,184	\$500	\$63,684
ECD	800	Clean Air Campaign	\$14,000	\$15,494	\$9,506	\$25,000
ECD	41D	Buncombe Co. Covid 19 Connecting Communities	\$50,000	\$51,199	\$393,801	\$445,000
ECD	41F	ARC Housing Assets	\$190,000	\$190,000	\$10,000	\$200,000
ECD	42B	Town of Marshall T/A	\$0	\$8,000	\$22,000	\$30,000
ECD	47A	ARC-TA Comm Dev. 10/1/21-9/30/22	\$6,875	\$16,788	\$3,045	\$19,833
ECD	49B	ARC LDD ends 12/31/23	\$110,349	\$0	\$249,808	\$249,808

Land of Sky Region Council
Revenue and Expenditures



FY23 Fiscal Year

Four Amendment Number
1/25/23 Amendment Date

FY23 Budget at Amendment Three; Total for MAWD	Amendment Four; Total for MAWD	FY23 Budget at Amendment Four; Total for MAWD
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MAWD Workforce Development

\$4,850,707	\$548,314	\$5,399,021
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Unit	Grant Number	Grant Name	FY Start	FY23 Budget at Amendment Three	Amendment Four	FY23 Budget at Amendment Four
MAWD	620	Inspire- ARC/DHT/MAHEC	\$385,000	\$385,000	\$257,814	\$642,814
MAWD	62A	DHT-VAYA INSPIRE FY23	\$0	\$107,000	(\$37,000)	\$70,000
MAWD	62C	Accelerate Buncombe	\$0	\$0	\$172,500	\$172,500
MAWD	21A	P20 Council - Additional JMBE	\$0	\$0	\$120,000	\$120,000
MAWD	21B	P20 Council - DOL and Duke Energy	\$0	\$0	\$35,000	\$35,000

Land of Sky Region Council
Revenue and Expenditures



FY23 Fiscal Year

Four
1/25/23

Amendment Number
Amendment Date

FY23 Budget at Amendment Three; Total for MNG	Amendment Four; Total for MNG	FY23 Budget at Amendment Four; Total for MNG
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\$182,038	\$79,785	\$261,823
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MNG **General Operations**

Unit	Grant Number	Grant Name	FY Start	FY23 Budget at Amendment Three	Amendment Four	FY23 Budget at Amendment Four
MNG	410	Local	\$50,200	\$50,200	\$79,785	\$129,985

Land of Sky Region Council
Revenue and Expenditures



FY23 Fiscal Year

Four Amendment Number
1/25/23 Amendment Date

FY23 Budget at Amendment Three; Total for WRP	Amendment Four; Total for WRP	FY23 Budget at Amendment Four; Total for WRP
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WRP Waste Reduction Partners

\$300,464	\$30,413	\$330,877
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Unit	Grant Number	Grant Name	FY Start	FY23 Budget at Amendment Three	Amendment Four	FY23 Budget at Amendment Four
WRP	353	WRP - City of Asheville-Water Quality	\$0	\$0	\$15,000	\$15,000
WRP	355	WRP - Private Contributions	\$0	\$14,825	\$848	\$15,673
WRP	357	WRP-ECU Energy Assessments	\$5,000	\$7,583	\$14,565	\$22,148



BOARD OF DELEGATES AGENDA ITEM

Item Number: 3A – Land of Sky Regional Council FY 21-22 Audit Update

Nature of Item: Action requested.

Attachment(s): FY20-21 Financial Statements and Audit Letter

Background: Anderson Smith & Wike PA will present the Council's audit for FY20-21..

Responsible Staff: Patricia Rosenberg, Finance Director and Nathan Ramsey, Executive Director

Suggested Motion: Motion to approve the FY21-22 audit as presented.



AGENDA ITEM SUMMARY

- Item:** 3B - Staff Salary Adjustments
- Nature of Item:** Action
- Attachment(s):** Staff Salary Adjustments – NEMT and Mountain Mobility
- Background:** Land of Sky operates both Non-Emergency Medicaid Transportation and Mountain Mobility through contracts with Buncombe County. The recent resignation of an NEMT staff member has led to increased workload for the remaining four case workers, and due to the current transition of Medicaid members to Managed Care, LOS and the County have agreed not to replace staff members at this time. The case load of the exiting staff member will be redistributed among the remaining case workers. Two of the current staff members will also take on more administrative responsibilities.
- Mountain Mobility staff salary adjustments are made possible by the earlier restructuring of Vicki Jennings' salary as she transitioned to the Director of Strategic Initiatives. All Mountain Mobility staff have taken on additional responsibilities to allow Vicki to oversee other projects.
- Responsible Staff:** Nathan Ramsey, Executive Director
- Suggested Motion:** Motion to approve the staff salary adjustments as presented effective January 28, 2023.

MEMORANDUM

TO: Executive Committee
FROM: Nathan Ramsey, Executive Director
DATE: January 25, 2023

SUBJECT: NEMT and Mountain Mobility Staff Pay Adjustments

Background: Positions to be added to the Land of Sky Regional Council pay classification plan.

Name	Position	Current Salary	Grade	Proposed Salary	Proposed Increase
Glenda Brown	NEMT Manager	57,705.18	32	63,705.18	6,000
Tanya Carver	NEMT Specialist	44,584.28	20	50,584.28	6,000
Diana Boone	NEMT Specialist	41,114.84	20	46,114.84	5,000
LeChelle Fore	NEMT Specialist	42,461.90	20	47,461.90	5,000
Charlie Lee	Mobility Specialist	42,800.16	18	47,800.16	5,000
Heather Roberts-VanSickle	Mobility Specialist	42,800.16	18	47,800.16	5,000
Sarah Marcin	Mobility Specialist	37,449.88	18	42,449.88	5,000

Staff Recommendation: Approve the staff reclassifications as proposed.



EXECUTIVE COMMITTEE AGENDA ITEM

- Item Number:** 3C– Governmental Relations Contract with EQV Strategic
- Nature of Item:** Action Requested
- Attachment(s):** Contract with EQV Strategic from 2023
- Background:** EQV Strategic is a governmental relations firm in Raleigh, NC. The firm represents the NC Association of Regional Councils of Government (NCARCOG). The engagement by Land of Sky Regional Council will help support local projects in the region for local governments and economic development. EQV Strategic will provide support for our region's local governments and funding space at the Asheville Regional Airport to establish a Port of Entry/Foreign Trade Zone at the airport. The proposed fee is \$1,500 per month. The term of the contract would be seven months starting February 1, 2023 through December 2023. The funding source would be local government dues.
- Responsible Staff:** Nathan Ramsey, Executive Director, LOSRC
- Suggested Motion:** To approve the governmental relations contract with EQV Strategic as presented and to authorize staff to enter into the governmental relations contract with EQV Strategic.

Proposal | Land of Sky Regional Council

December 15, 2022

The Plan

EQV will work with the Land of Sky Regional Council, herein known as LOSRC, officials to solidify legislative goals for continued success in North Carolina. EQV would provide LOSRC with tactics for securing short-term successes that build into and strengthen the organizations long-term strategies. Specifically, EQV would continue LOSRC's long standing relationships in the General Assembly, the Governor's office and his Administration. Additionally, EQV would call upon its extensive experience working with the Department of Commerce and the General Assembly to ensure funds are appropriated for the foreign trade zone office construction effort. Finally, EQV would identify and engage on other issues impacting LOSRC's region to maximize federal and state funding that the area is entitled to.

Assets

- Direct access to the Office of the Governor of North Carolina
- Direct access to House and Senate Leadership in the North Carolina General Assembly
- Direct access to House and Senate Committee Chairman and staff
- Direct access to the Secretary of Transportation and his senior staff
- Direct access to the new Secretary of Commerce and her senior staff
- Direct access to the North Carolina congressional delegation
- Direct access to Council of State offices
- Direct access to city and county elected officials
- Political Intelligence to provide better strategic awareness as you meet with key officials

Scope of Services

- EQV will develop general government relations strategies and will directly lobby the General Assembly and the Governor's Administration on behalf of LOSRC.
- EQV will assist LOSRC in building and maintaining relationships with the House and Senate leadership and Committee Chairmen
- EQV will directly engage on efforts related to the foreign trade zone funding
- EQV will work with House leadership to ensure the funding is included in the House budget and remains in the final product
- EQV will also work on other vehicles to include the funding should the budget reach an impasse with the Governor
- EQV will work with the Department of Commerce to push the economic impact message that LOSRC members provide to North Carolina
- Our team will work with LOSRC staff to ensure its membership is aware of ongoing efforts on their behalf and how they can amplify the work and objectives of the organization
- EQV will engage, as directed, on other issues impacting LOSRC members, such as broadband, water and wastewater, housing and aging services
- EQV will constantly update state elected officials representing LOSRC members on the efforts, successes and needs of LOSRC members
- EQV will continue participating with weekly and monthly calls with LOSRC members to provide real time updates on what's happening in Washington, DC, and Raleigh



- EQV will provide constant feedback and realistic expectations of the effort's success

Compensation

EQV Strategic will provide the services outlined herein for a monthly retainer of FIFTEEN HUNDRED DOLLARS (\$1,500) plus reasonable expenses approved by LOSRC in writing and in advance of expenditure. LOSRC will reimburse EQV for all expenses related to registration with the North Carolina Secretary of State.

Term

This Agreement will be effective February 1, 2023, and will expire on December 31, 2023. Either party may terminate this agreement 30 days after providing written notice.

Conflict of Interest and Confidentiality

EQV Strategic knows of no conflict in its representation of LOSRC. To ensure the candor and trust in the relationship that forms the basis of effective representation, it is the policy of EQV Strategic to keep confidential all information about the business interest and strategies of LOSRC.



EXECUTIVE COMMITTEE AGENDA ITEM

- Item Number:** 3D – Foreign-Trade Zone (FTZ) Fee Schedule and Resolution
- Nature of Item:** Action Requested
- Attachment(s):** Draft Fee Schedule for the Land of Sky Foreign-Trade Zone
Draft Signatory Resolution for the Land of Sky Foreign-Trade Zone
- Background:** Western North Carolina is one of the few areas of our state not covered by a Foreign-Trade Zone (FTZ). A FTZ is an important economic development tool as it will support new and existing businesses in our region. This tool will allow local businesses to save money and be placed on a similar level with foreign competitors. The purpose of the Fee Schedule is to generate sufficient revenue so the FTZ can be operated at no cost to taxpayers. LOSRC has funded the effort to establish a FTZ and we anticipate that the total cost will exceed \$100,000 in start-up expenses. LOSRC has used fund balance appropriations to pay for this expense. We are in a financial position where we can subsidize this effort initially but long-term we need it to be self-supporting.
- Additionally, the Land of Sky Foreign-Trade Zone will require a Land of Sky official to sign documents, letters, etc. that must be filed with the US FTZ Board. The attached resolution provides this authority to the Executive Director or his designee.
- Responsible Staff:** Renée Boyette, FTZ Administrator, LOSRC
- Suggested Motion:** To approve the Land of Sky FTZ Fee Schedule and Signatory Resolution as presented.

339 New Leicester Hwy., Suite 140
 Asheville, NC 28806
 p: 828.251.6622 | 800.727.0557
 f: 828.251.6353 | w: landofsky.org



A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OR THE EXECUTIVE DIRECTOR’S DESIGNEE TO FILE AND SIGN FOREIGN-TRADE ZONE RELATED DOCUMENTS ON BEHALF OF LAND OF SKY REGIONAL COUNCIL

WHEREAS, the Land of Sky Regional Council has filed an application with the Foreign-Trade Zones Board to establish, operate, and maintain Foreign-Trade zones within its Service Area, which covers all of Henderson County, North Carolina as well as portions of Buncombe, Haywood, Jackson and Transylvania Counties, North Carolina; and

WHEREAS, the application is in the last stages of the approval process, and the Land of Sky Regional Council (the “Council”) will serve as Grantee of the Land of Sky Foreign-Trade Zone; and

WHEREAS, the Land of Sky Regional Council recognizes that going forward there are a number of Foreign-Trade Zone-related documents that will need to be filed and signed by the Grantee (including but not limited to FTZ Operating Agreements, transmittal letters for Minor Boundary Modifications and Subzone Applications, and Activation and Alteration Concurrence Letters); and

WHEREAS, the Council has determined that for the Land of Sky Foreign-Trade Zone to be successfully managed in an expeditious and efficient manner, all such Foreign-Trade Zone-related documents should be filed and signed on behalf of the Grantee by the Executive Director or the Executive Director’s Designee.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director or the Executive Director’s Designee is hereby authorized to file and sign, on behalf of the Grantee, all Foreign-Trade Zone-related documents.

ADOPTED by the Land of Sky Regional Council at a regular meeting of the Executive Committee this 25th day of January, 2023.

 The Honorable Patrick Fitzsimmons, Chair
 Land of Sky Regional Council Board of Delegates

 Nathan Ramsey, Executive Director
 Land of Sky Regional Council

ZONE SCHEDULE
FOR THE
LAND OF SKY FOREIGN-TRADE ZONE
FTZ No. 301

This Zone Schedule has been prepared by the Land of Sky Regional Council in its capacity as the Grantee for FTZ No. 301. Any questions concerning the contents of this Zone Schedule should be addressed to:

Renée Wyatt Boyette, Foreign Trade Zone Project Administrator
Land of Sky Regional Council
339 New Leicester Hwy. • Suite 140 • Asheville, NC 28806
Email: renee@landofsky.org
Tel: 828.251.6622

or

Erica Anderson, Economic & Community Development Director
Land of Sky Regional Council
339 New Leicester Hwy. • Suite 140 • Asheville, NC 28806
Email: erica@landofsky.org
Tel: 828.251.6622

This Zone Schedule has been prepared in accordance with 15 C.F.R. 400.44 and is on file with the Foreign-Trade Zones Board and with the United States Customs and Border Protection in Greenville-Spartanburg, South Carolina.

Approved by:
Land of Sky Regional Council Board of Delegates
January 25, 2023

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I. Foreign-Trade Zones in General:

Foreign-Trade Zones (FTZs) were created by the Foreign-Trade Zones Act of 1934 ("the FTZ Act") for the purpose of expediting and encouraging foreign commerce and attracting and retaining jobs in the United States. Changes to the FTZ Act in 1950 that permitted manufacturing and exhibiting in FTZs have broadened the objectives of the program. FTZs are secured areas under U.S. Customs supervision that are considered outside the customs territory of the United States. Merchandise may be moved into an FTZ for storage, exhibition, manufacture, or other operations not otherwise prohibited by law. Customs duties on foreign merchandise are not collected until the merchandise is entered into the U.S. Customs territory.

II. Foreign-Trade Zone No. 301:

Land of Sky Foreign-Trade Zone (FTZ No. 301) was established by U.S. FTZ Board Order No. XXX (, 2023) and was, from its inception, organized under the Alternative Site Framework (ASF). The Land of Sky Regional Council is the Grantee of FTZ No. 301 and the Service Area of FTZ No. 301 covers all of Henderson County, North Carolina as well as portions of Buncombe, Haywood, Jackson and Transylvania Counties, North Carolina. For a list of the present Magnet Sites, Usage Driven Sites, and Subzones of FTZ No. 301, please check the FTZ Board website at ita-web.ita.doc.gov/FTZ/OFISLogin.nsf, then click on Zone and Site Information and open FTZ No. 301.

FTZ No. 301 is open for business during normal business hours. The legal holidays during which time the Zone is closed for regular business can be found at [NC OSHR: Holidays](#).

III. Glossary of Terms:

1. **Foreign-Trade Zones Board (FTZB)** – comprised of the U.S. Secretary of Commerce and the U.S. Secretary of Treasury. These officials or their designee are empowered to issue to appropriate applicants the grant of authority to establish, maintain and operate a Foreign Trade Zone project. 19 U.S.C. 81a(b); 15 C.F.R. 400.2(d).
2. **Foreign-Trade Zones Board (FTZB) staff** – Officials in the U.S. Department of Commerce, International Trade Administration responsible for overseeing the administration of Foreign Trade Zones. The Executive Secretary heads up this office. 15 C.F.R. 400.2(g).

3. **Port Director of U.S. Customs and Border Protection (CBP)** – CBP official with responsibility for overseeing the activation and operation of zone projects within his customs port of entry.
4. **Grantee** – Corporation to which the privilege of establishing, operating, and maintaining a foreign-trade zone has been granted. 19 U.S.C. 81a(h); 15 C.F.R. 400.2(v). The Land of Sky Regional Council is Grantee of FTZ No. 301.
5. **Operator** – Corporation, partnership, or person that operates a zone or subzone under the terms of an Agreement with the Grantee. 15 C.F.R. 400.2(w).
6. **User** – A person or firm using a zone or subzone for storage, handling, or processing of merchandise. 15 C.F.R. 400.2(aa). A User can also function as the Operator if it has entered into an Agreement with the Grantee to function as Operator.
7. **FTZ Eligibility** – A site becomes eligible to be used as an FTZ upon receipt of designation from the FTZB in response to a request from the Grantee.
8. **Activation** – Filing of an application with CBP by the Operator, with Grantee's concurrence, results in the actual utilization of an FTZ eligible site as an FTZ. 19 C.F.R. 146.1.
9. **Subzone** – A site (or group of sites) established for a specific use. 15 C.F.R. 400.2(s).
10. **Alternative Site Framework (ASF)** – An optional approach to FTZ designation and management that provides Grantees with greater flexibility and responsiveness in serving FTZ Users. 15 C.F.R. 400.2(c). FTZ No. 301 was organized under ASF through Board Order No. XXXX on _____, 2023.
11. **Service Area** – Jurisdiction within which a Grantee proposes to be able to designate sites via minor boundary modifications under the ASF. 15 C.F.R. 400.2(q).
12. **Magnet Site** – A site intended to serve or attract multiple operators or users under the ASF. 15 C.F.R. 400.2(j).
13. **Usage Driven Site** – A site tied to a single Operator or User under the ASF. 15 C.F.R. 400.2(t).

14. **Zone Project** – All of the Zone sites (Magnet, Usage Driven and Subzone) established by the Board under a single Grantee.
15. **Production** – Activity involving the substantial transformation of a foreign article resulting in a new and different article having a different name, character, and use or activity involving a change in the condition of the customs classification of the article or its eligibility for entry for consumption. 15 C.F.R. 400.2(o).
16. **Domestic Status Merchandise** – Merchandise produced in the United States or imported merchandise for which customs duties have already been paid. 19 C.F.R. 146.43.
17. **Privileged Foreign Status Merchandise** – Imported merchandise that has not cleared Customs and for which the User wishes said merchandise to retain its identity, from a customs classification standpoint, regardless of its condition when it ultimately enters the customs territory of the United States. 19 C.F.R. 146.41.
18. **Non-Privileged Foreign Status Merchandise** – Imported merchandise that has not cleared Customs and for which the User does not wish said merchandise to retain its identity, from a customs classification standpoint, so that if altered, it will become classifiable in its condition when it enters the customs territory of the United States. 19 C.F.R. 146.42.
19. **Zone Restricted Merchandise** – Merchandise which cannot re-enter the U.S. customs territory. 19 C.F.R. 146.44
20. **CBPF 214** – Document prepared on behalf of the User, signed by the Operator, and approved by CBP, which authorizes the admission of merchandise into a FTZ and designates the status of the merchandise.
21. **CBPF 216** – Document prepared by the Operator and approved by CBP, which authorizes the User to engage in certain activities within the FTZ such as manipulation, repair, destruction, and manufacture.
22. **CBPF 3461** – Document prepared on behalf of the User, which must be approved by CBP and furnished to the Operator prior to the physical removal of any merchandise from the FTZ into the customs territory of the United States.

23. **CBPF 7512** – Document prepared on behalf of the User, which must be approved by CBP and furnished to the Operator prior to the physical removal of any merchandise from the FTZ for exportation of merchandise from the United States.

IV. Role of FTZB:

1. Prescribe rules and regulations concerning foreign-trade zones and issue Board Orders (Grants of Authority). 15 C.F.R. 400.3.
2. Review FTZ applications, expansion applications, subzone applications, production requests and boundary modification requests. 15 C.F.R. 400.4.
3. Review all ongoing activities in the Zone Program, as necessary. 15 C.F.R. 400.49.
4. Revoke, when necessary, a grant in whole or in part for repeated and willful violations of the FTZ Act. 15 C.F.R. 400.61.
5. Entertain complaints filed by zone participants regarding conditions or treatment that are alleged to be inconsistent with the public utility and uniform treatment requirements of the FTZ Act and Regulations. The Executive Secretary and/or the FTZB may review such complaints. 15 C.F.R. 400.45.
6. Review and approve/deny requests for production authorization in a designated zone or subzone prior to initiation of the production operation under FTZ procedures. 15 C.F.R. 400.14 and 400.23.
7. Review, by the Executive Secretary, the Zone Schedule for each Zone Project. 15 C.F.R. 400.44.
8. Permit, when appropriate, Zone-restricted merchandise to be returned to the customs territory. 15 C.F.R. 400.48.
9. Determine whether an activity constitutes retail trade. 15 C.F.R. 400.47.
10. Submit an Annual Report to Congress. 15 C.F.R. 400.51(c)(2).

V. Role of CBP Port Director and Officers:

1. Serve as the local Representative of the FTZB. 19 C.F.R. 146.2.
2. Approve activation and alteration requests. 19 C.F.R. 146.6 and 146.7.
3. Conduct spot checks, compliance reviews, and audits. 19 C.F.R. 146.3(b).
4. Provide recommendation to the FTZB with regard to requests to return zone-restricted merchandise to the customs territory. 15 C.F.R. 400.48(b)(4).

VI. Role of Zone Grantee:

1. Sponsor and file applications with the FTZB.
2. Market the zone project.
3. Enter into agreements with Operators, authorizing said entities to function as an Operator. Every Operator at FTZ No. 301 must execute the Foreign-Trade Zone No. 301 FTZ Site Operating Agreement before they can engage in any FTZ activities.
4. Ensure zone is run as a public utility. 19 U.S.C. 81n; 15 C.F.R. 400.42.
5. Ensure all parties that apply to ~~make use of or participate in the zone are~~ provided uniform treatment under like conditions. 15 C.F.R. 400.43
6. Concur (or not) in all activation and alteration requests filed with Customs. 19 C.F.R. 146.6 and 146.7.
7. Ensure that the Annual Report is timely filed with the FTZ Board. 19 U.S.C. 81p(b); 15 C.F.R. 400.51(c).
8. Submit the Zone Schedule to the Executive Secretary of the FTZB. 15 C.F.R. 400.44.
9. Submit requests to the Executive Secretary of the FTZB with regard to whether an activity constitutes retail trade and can be conducted within the zone. 15 C.F.R. 400.47.

VII. Role of Zone Operator:

1. Supervise all admissions, transfers, removals, recordkeeping, manipulations, manufacturing, destruction, exhibition, physical and procedural security, and conditions of storage in zone as required by law and regulations. 19 C.F.R. 146.4.
2. Pay any applicable fees for site activation and annual fees. 19 C.F.R. 146.5.
3. Pay all fees to Grantee as set forth in Zone Schedule.
4. Prepare written application to the Port Director for approval of activation of zone with concurrence letter from the Grantee. 19 C.F.R. 146.6.
5. Make written application to the Port Director for approval of an alteration of an activated area of zone with concurrence letter from the Grantee. 19 C.F.R. 146.7.
6. File the requisite CBPF 301 Foreign Trade Zone Operator's Bond with CBP. 19 C.F.R. 146.7.
7. Sign all CBPF 214s permitting merchandise to be admitted into the zone. 19 C.F.R. 146.9.
8. Prepare a Procedures Manual outlining the inventory control system and recordkeeping system to be followed at the zone. 19 C.F.R. 146.21.
9. Prepare a reconciliation report within 90 days after the end of the zone/subzone year. 19 C.F.R. 146.25.
10. Perform an annual internal review of the inventory control and recordkeeping system and report discrepancies to the Port Director. 19 C.F.R. 146.26.
11. Prepare the Annual Report for the activities conducted at the FTZ Site(s) to be filed by Grantee with the FTZB and provide said Report to Grantee within sixty (60) days of the close of the reporting period as specified by the FTZB. See section IX. 9. below.
12. Maintain admission documentation. 19 C.F.R. 146.37.
13. Collect and maintain all in-bond documentation. 19 C.F.R. 146.40.

14. File a CBPF 216 for permission to manipulate, manufacture, exhibit or destroy merchandise in a zone. 19 C.F.R. 146.52.

15. Report shortages and overages to CBP. 19 C.F.R. 146.53.

VIII. Role of Zone User:

1. Pay customs duties, fees, and taxes for merchandise entering customs territory. 19 C.F.R. 141.1.

2. In many instances, maintain inventory control records, particularly where the User has physical possession of zone merchandise. 19 C.F.R. 146.4.

IX. FTZ No. 301 Zone Policy:

1. This Zone Schedule is published in accordance with 15 C.F.R. 400.44. The Zone policy, rules, regulations, rates, and charges of this schedule shall apply at Foreign-Trade Zone No. 301, unless otherwise provided for.

2. Pursuant to 15 C.F.R. 400.42 and 400.43, the rates and charges for services within the Zone shall be fair and reasonable, and the Grantee shall afford uniform treatment under like conditions to all users. The FTZB shall determine whether the rates and charges are fair and reasonable.

3. Pursuant to 15 C.F.R. 400.38, Usage Driven/Subzone Sites can be established within 30 days of the filing of an Alternative Site Framework (ASF) Minor Boundary Modification (MBM) application by the Grantee. Pursuant to 15 C.F.R. 400.25, subzones outside the Service Area can generally be established, if there is no objection encountered, within 5 months of the filing of the Traditional Site Framework (TSF) subzone application by the Grantee.

All entities requesting the Grantee to apply for authority to establish a usage driven/subzone site must first enter into an FTZ Operating Agreement with the Grantee governing the proposed operations at the site. All requests for usage driven/subzone designation will be reviewed by the Grantee and all entities will be afforded uniform treatment with respect to the handling of the request by the Grantee. Should the Grantee determine to sponsor the usage driven/subzone site application, it will be the obligation of the applicant for the new site to prepare the application and bear all costs associated with the preparation and filing of the application, including any filing fees assessed by the FTZB.

Pursuant to 15 C.F.R, 400.24(b) Magnet Sites can be established provided that certain criteria are satisfied. All requests for the establishment of a new Magnet Site will be reviewed by the Grantee and all entities will be afforded uniform treatment with respect to the handling of the request by the Grantee. Should the Grantee determine to sponsor the expansion application, it will be the obligation of the applicant for the new Magnet Site to prepare the expansion application and bear all costs associated with the preparation and filing of the application, including any filing fees assessed by the FTZB. The applicant will be required to enter into a Grantee-Property Owner Agreement prior to the filing of the expansion application.

Since the focus of the ASF is the expeditious and cost-effective establishment of usage driven/subzone sites for individual entities, any entity that seeks magnet site designation must demonstrate a compelling need for said designation and shall provide letters of commitment to activate parcels within the requested magnet site from multiple Operators.

4. All requests and applications to the FTZB by Operators and Users of FTZ No. 301 shall either be submitted by the Grantee or shall include a letter of transmittal or concurrence from the Grantee. Such requests include, but are not limited to, applications for production authority, subzone applications, minor boundary modifications, determinations of or expansions of previously approved scope of authority for Zone procedures.
5. All activation, deactivation, or alteration requests filed with CBP by Operators or Users of FTZ No. 301 shall include a letter of concurrence from the Grantee.
6. Pursuant to 19 U.S.C 81o(c), no merchandise, operation or process of treatment will be permitted in the Zone that is detrimental to the public interest, health, and safety.
7. All persons conducting business within FTZ No. 301 and all operations moving merchandise into or out of FTZ No. 301 must strictly conform to the Foreign-Trade Zones Act (FTZA), FTZB Regulations, CBP Regulations, this Zone Schedule and all other applicable federal, state, and local laws, rules, and regulations.
8. This Zone Schedule may be modified, amended, or replaced by the Land of Sky Regional Council at any time if it is determined to be necessary or appropriate to do so. The Land of Sky Regional Council shall, in its sole discretion, interpret the provisions of this Schedule and determine the applicability of any of its provisions.

9. The Grantee is responsible for preparing and filing with the FTZB an Annual Report summarizing all Zone activity from January 1 through December 31 of each year. The Report shall be filed by March 31 of each year pursuant to current requirements of the FTZB. By March 1 of each year, all Operators shall submit to the Grantee, through the Online FTZ Information System (OFIS) account established for each Operator by the Grantee, the data and information required to complete the Annual Report for the FTZB.
10. If a Zone Site is deactivated and the Operator does not file a written request with the Grantee to have the FTZ Operating Agreement terminated, the following will result:
 - A. FTZ designation for the Zone Site will remain in place (in deactivated Zone Site status) for a period of three years from the date of deactivation;
 - B. The Operator will be subject to the payment of the Annual Fee for a deactivated site during the period of time the site is in deactivated Zone Site status;
 - C. The Operator can file a request with the Grantee and CBP to reactivate the Site at any time the site is in deactivated Zone Site status so as to remove the Site from deactivated Zone Site status and on the date of reactivation, the Operator will become subject to the payment of the Annual Fee for an Activated Site (which will be pro-rated) for the year in which the reactivation is approved by CBP; and
 - D. If at the expiration of the three-year time period, the Zone Site has not been reactivated, the FTZ Operating Agreement is automatically terminated.

X. Miscellaneous:

1. Grantee Fee Schedule

- A. There is a Grantee FTZ Sponsorship Fee Schedule for FTZ Establishment or Expansion for FTZ No. 301 (Exhibit A).
- B. There is a Grantee FTZ Fee Schedule for Approved FTZ Sites for FTZ No. 301 (Exhibit B).

EXHIBIT A

**GRANTEE'S FOREIGN-TRADE ZONE SPONSORSHIP FEES
FOR FTZ ESTABLISHMENT OR EXPANSION**

**Land of Sky Foreign-Trade Zone
Foreign Trade Zone No. 301
Effective January 25, 2023**

- 1. Minor Boundary Modification Sponsorship Fee to Designate a new Usage Driven/Subzone Site in Service Area or Expand an existing Usage Driven/Subzone Site (ASF MBM) \$3,000**

This non-refundable Sponsorship Fee is payable to Grantee by Company seeking the Usage Driven/Subzone Site designation within the Service Area prior to the Grantee's filing of the Minor Boundary Modification Request. The Company is responsible for the cost of preparing said request as well as any filing fees assessed by the FTZB regarding processing said request.

- 2. Subzone Application Sponsorship Fee to Designate a new Subzone Outside the Service Area or Expand an existing Subzone Site (TSF MBM) \$4,500**

This non-refundable Sponsorship Fee is payable to Grantee by Company seeking the Subzone Site designation outside the Service Area prior to the Grantee's filing of TSF (non-ASF) Subzone Application. The Company is responsible for the cost of preparing said request as well as any filing fees assessed by the FTZB regarding processing said request.

- 3. Expansion Application Sponsorship Fee to Designate a New Magnet Site \$10,000**

This non-refundable Sponsorship Fee is payable to Grantee by Owner of Magnet Site prior to the Grantee's filing of Expansion Application. The Property Owner is responsible for the cost of preparing said application as well as any filing fees assessed by the FTZB regarding the processing of said application.

EXHIBIT B

**GRANTEE'S FOREIGN-TRADE ZONE FEE SCHEDULE
FOR APPROVED FTZ SITES**

**Land of Sky Foreign-Trade Zone
Foreign Trade Zone No. 301
Effective January 25, 2023**

- 1. Annual Fee for ASF Non-Activated Site (whether a Usage Driven or Subzone Site) **\$2,000****

This non-refundable Annual Fee is payable to Grantee by Operator upon receipt of FTZ designation of the ASF Usage Driven or Subzone Site. This Annual Fee applies separately to each designated Zone Site at which Operator serves as FTZ Operator. If designation occurs on a date other than July 1, this Annual Fee will be prorated for the remainder of that Fiscal Year (Fiscal Year runs from July 1 through June 30). So long as the designated Zone Site(s) remains non-activated, this Annual Fee is payable by July 30 of each year thereafter.

- 2. Annual Fee for TSF Non-Activated Subzone Site **\$5,000****

This non-refundable Annual Fee is payable to Grantee by Operator upon receipt of FTZ designation of the TSF Subzone Site. This Annual Fee applies separately to each designated Subzone at which Operator serves as FTZ Operator. If designation occurs on a date other than July 1, this Annual Fee will be prorated for the remainder of that Fiscal Year (Fiscal Year runs from July 1 through June 30). So long as the designated Zone Site(s) remains non-activated, this Annual Fee is payable by July 30 of each year thereafter.

- 3. Fee for Activation of Zone Site (whether a TSF or ASF Site, including a Magnet Site) **\$3,000****

This non-refundable fee is payable to Grantee by Operator prior to submission of activation application to United States Customs and Border Protection. Failure by Operator to pay such fee to Grantee will result in Grantee withholding its concurrence to activation.

4. Annual Fee for ASF Activated Site **\$7,000**

This non-refundable Annual Fee is payable to Grantee by Operator upon receipt of CBP approval of activation of an ASF Usage Driven/Subzone Site or Magnet Site at which Operator has received activation approval from CBP. This Annual Fee applies separately to each site CBP has approved for activation for Operator. If activation occurs on a date other than July 1, this Annual Fee will be prorated for the remainder of that Fiscal Year and Operator will receive a prorated credit for the Annual Fee it paid for that Fiscal Year pursuant to paragraph 1 above. This Annual Fee is to be paid by July 30 of each year thereafter that Site remains activated.

5. Annual Fee for TSF Activated Subzone Site **\$10,000**

This non-refundable Annual Fee is payable to Grantee by Operator upon receipt of CBP approval of activation of the TSF Subzone Site. This Annual Fee applies separately to each site CBP has approved for activation for Operator. If activation occurs on a date other than July 1, this Annual Fee will be prorated for the remainder of that Fiscal Year and Operator will receive a prorated credit for the Annual Fee it paid for that Fiscal Year pursuant to paragraph 2 above. This Annual Fee is to be paid by July 30 of each year thereafter that Subzone Site remains activated.

6. Fee for Alteration of Zone Site (whether a TSF or ASF Site, including a Magnet Site) **\$1,000**

This non-refundable fee is payable to Grantee by Operator prior to submission of alteration application to United States Customs and Border Protection. Failure by Operator to pay such fee to Grantee will result in Grantee withholding its concurrence to alteration.

7. Fee for Sponsorship of Production Notification Request **\$4,500**

This non-refundable fee is payable by Operator to Grantee prior to submission of a production notification request to the FTZB. The Operator is responsible for the cost of preparing said request(s) as well as any filing fees assessed by the FTZB with regard to the processing of said request(s).

8. Annual Fee for Deactivated Site (whether TSF or ASF)

\$3,000

This non-refundable Annual Fee is payable to Grantee by Operator upon deactivation of the Zone Site should the Operator opt not to terminate the FTZ Operating Agreement and retain the FTZ designation for the Site. This Annual Fee applies separately to each deactivated Zone Site at which Operator serves as FTZ Operator. If deactivation occurs on a date after July 30, this Annual Fee is to be paid by the next July 30, since Operator will already have paid the Annual Fee set forth in either paragraph 4 or 5 above.



AGENDA ITEM SUMMARY

- Item:** 3E – Waste Reduction Partners (WRP) Energy Program Manager position
- Nature of Item:** Action
- Attachment(s):** Job Description and FY22 Salary Schedule
- Background:** Waste Reduction Partners is a partnership between the NC Department of Environmental Quality (NCDEQ) and Land of Sky Regional Council. This program helps businesses, governments, and other organizations statewide reduce energy use and increase efficiency. The program utilizes volunteer engineers, scientists, architects and business professionals. The Energy Program Manager will supervise these volunteers. This is the only program at LOSRC which serves all 100 counties in NC. The Energy Program Manager will be a part-time position and this position will be funded with grant funding.
- Responsible Staff:** Erica Anderson, Economic and Community Development Director
- Suggested Motion:** Motion to approve the position as presented at a salary of \$68,875 consistent with the Land of Sky Regional Council Pay and Classification Study at Grade 26.



Energy Program Manager, Waste Reduction Partners Job Description

Department: Economic and Community Development (ECD)
Reports to: WRP Director

General Statement of Duties

The Energy Program Manager manages energy and environmental sustainability technical assistance, on-site assessments, and planning consultations for business, industries, and public institutions; supervises 6 - 15 stipended volunteer engineers, scientists, architects, and business professionals; oversees technical report development and quality programs for volunteers; delivers technical presentations to clients; executes training seminars (internal and external); and helps lead program development functions and funding acquisition activities, grant management, and marketing in conjunction with WRP management team. Works in cooperation and compliance with Council's mission and other policies and procedures as applicable.

Distinguishing Features of the Class

An employee in this class performs technical and professional planning work for the region and energy work statewide. Work includes serving as project manager for complex projects, including supervising staff members or coordinating project teams on special work assignments; applying for and receiving funding for projects and managing the project; conducting complex and technical research; and gathering input from public officials, affected citizens and the public. Employees work on one or more areas of expertise including region-wide planning initiatives, economic development, a variety of energy management, environmental issues, or transportation (roads and alternatives). Work also includes tasks such as providing technical assistance to the local government members; planning and participating in various public participation processes; supporting groups and committees made up of citizen and public officials; evaluating programs and preparing and presenting reports; and complying with grant reporting regulations.

Duties and Responsibilities

Essential Duties and Tasks

- Manages and conducts complex and broad environmental, technical, and planning projects and studies covering a variety of fields including energy, water use, air quality, solid waste management, land use, transportation etc.
- Supervises assigned staff members on a full-time, part-time, or project basis; supervises and participates in provision of technical assistance in assigned area; tracks environmental policies and provides technical input; provides guidance to business and institutional clients, member groups and committees.
- Provides facilitation and management services for local government, business, non-profits, and industrial clients, provides staff support and technical guidance to various regional task forces and groups; facilitates meetings and builds consensus on a wide variety of topics among diverse parties; continually monitors communities to be proactive in identifying actual and potential issues and suggests strategies for dealing with concerns.
- Serves as a technical advisor; advises member governments on emerging issues related to area of assignment, conflicts of interests, etc.; makes presentations to the planning and zoning boards for completed projects; makes presentations to elected officials.
- Conducts, analyzes, and studies special issues and makes recommendations; gathers data; performs research; and drafts reports.
- Applies for funding from governmental and private sources; oversees staff contracts; sets resource allocations, and priorities; assures billing; complies with funding requirements.
- Conducts or presents at public meetings; facilitates various committees, boards and community groups; provides technical guidance; participates in meetings and public hearings to explain recommendations on planning proposals; answers citizen questions concerning planning questions and problems.
- Coordinates planning activities with affected federal, state, municipal, regional and private agencies.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices, and research methods related to energy and water efficiency analysis, assessment reports, sustainability practices and or local and regional planning.
- Thorough knowledge of relevant federal, state and local laws and regulations and of policy changes and advances/changes to programmatic areas of responsibility.

- Knowledge and awareness of commercial building codes and building performance standards
- Thorough knowledge of state issues, plans and programs.
- Thorough knowledge of the application of personal computers to document preparation, GIS research, spreadsheet analysis, presentation software, and other related applications.
- Considerable skill in the collection, analysis, and presentation of technical data and planning recommendations.
- Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepare and review technical reports.
- Demonstrated ability to evaluate the feasibility of project alternatives in relation to trends, costs and social pressures and needs.
- Time management, budgeting and political awareness skills and detail oriented.
- Ability to communicate effectively in oral and written forms, to interpret ordinances and codes to officials and the general public, and to make public presentations.
- Ability to establish and maintain effective working relationships with public officials, business and institutional clients, coworkers, and the general public.
- Ability to provide leadership to other colleagues, interns, and project team members.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate, follow-up and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance in agreement with work policies.

Physical Requirements

- Must be able to perform the basic life operational skills of stooping, reaching, walking, lifting, fingering, talking, hearing and repetitive motions.
- Must be able to perform sedentary work, exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects, including the human body.
- Must possess the visual acuity to prepare and analyze data and figures, accounting, to operate a computer terminal, perform visual inspections and extensive reading.

Desirable Education and Experience

- Graduation from a four year college or university with a major in planning, engineering, science or related field and considerable experience in business, non-profit, municipal, and governmental sectors or in-work in the technical field of expertise as a consultant or professional; or an equivalent combination of education and experience. Prefer Masters degree in related field.

<u>Grade</u>	<u>Job Classification Title</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>FLSA</u>	
10	Not assigned	25,241	31,551	37,861	N	
11	Not assigned	26,502	33,128	39,754	N	
12	Not assigned	27,828	34,784	41,742	N	
13	Not assigned	29,220	36,525	43,831	N	
14	Transit Program Assistant	30,681	38,351	46,021	N	
15	Not assigned	32,214	40,269	48,322	N	
16	Senior Transit Program Assistant	33,825	42,282	50,738	N	
17	Not Assigned	35,516	44,396	53,275	N	
18	Mobility Specialist	37,293	46,616	55,937	N	
18	INspire Peer Support Specialist	37,293	46,616	55,937	N	Grant
18	INspire Peer Support Apprentice	37,293	46,616	55,937	N	Grant
19	Administrative Support Specialist	39,157	48,947	58,736	N	
20	NEMT Specialist	41,115	51,394	61,673	N	
20	INspire Project Liaison	41,115	51,394	61,673	N	Grant
21	Performance & Accountability Specialist	43,171	53,963	64,756	N	
21	Transportation Accounting Specialist	43,171	53,963	64,756	N	
22	Work-Based Learning Coordinator	45,329	56,661	67,994	N	
23	Aging Specialist/Contracts	47,596	59,496	71,394	N	
23	Business Services Coordinator	47,596	59,496	71,394	N	
23	Foster Grandparent Program Manager	47,596	59,496	71,394	N	
23	Long-Term Care Ombudsman I	47,596	59,496	71,394	N	
23	NEMT Lead Specialist	47,596	59,496	71,394	N	
23	Senior Community Svcs Employ Prog Mgr	47,596	59,496	71,394	N	
24	Aging Specialist/HPDP	49,976	62,471	74,964	N	
24	Family Caregiver Specialist	49,976	62,471	74,964	N	
24	Long-Term Care Ombudsman II	49,976	62,471	74,964	N	
24	Project C.A.R.E. Manager	49,976	62,471	74,964	N	
24	Senior Companion Program Manager	49,976	62,471	74,964	N	
24	Workforce and Accounting Specialist	49,976	62,471	74,964	N	
24	Workforce Operations Specialist	49,976	62,471	74,964	N	
24	Planner I	49,976	62,471	74,964	N	
24	TDM Coordinator	49,976	62,471	74,964	N	
24	Transportation Planner I	49,976	62,471	74,964	N	
24	Payroll and Finance Specialist	49,976	62,471	74,964	N	Approved Feb 2021
24	Procurement and Accounting Specialist	49,976	62,471	74,964	N	
25	Grants Accounting Specialist	52,475	65,594	78,713	N	
25	Long-Term Care Ombudsman III	52,475	65,594	78,713	N	
25	MFP Transitions Coordinator	52,475	65,594	78,713	N	Grant

26	MFP Community Inclusion Specialist	55,099	68,875	82,649	N	Grant
26	GIS Manager	55,099	68,875	82,649	N	
26	Planner II	55,099	68,875	82,649	N	
26	Transportation Planner II	55,099	68,875	82,649	N	
26	Human Resources Coordinator	55,099	68,875	82,649	N	
26	Finance Coordinator	55,099	68,875	82,649	N	Approved Aug 2022
27	Communications and Admin Svcs Coord	57,854	72,318	86,782	N	
27	ASSISTANT WORKFORCE DIRECTOR / Regional Business Services Coordinator	57,854	72,318	86,782	N	
28	Planner III	60,747	75,934	91,121	N	
28	INspire Project Coordinator	60,747	75,934	91,121	N	Grant
29	Transportation Planner III	63,785	79,731	95,678	N	Approved Jan 2020
30	Not assigned	66,974	83,717	100,461	N	
31	Not assigned	70,323	87,904	105,484	N	
32	Mountain Mobility Manager	73,839	92,299	110,758	E	
32	Healthy Opportunitites Manager	73,839	92,299	110,758	E	
32	NEMT Manager	73,839	92,299	110,758	E	
32	Administration & Communications Director	73,839	92,299	110,758	E	Approved July 2022
32	MPO Project Manager	73,839	92,299	110,758	E	Approved Jan 2020
33	P-20 Council Executive Director	77,531	96,913	116,295	E	
34	Area Agency on Aging Director	81,407	101,759	122,110	E	
34	Economic and Community Dev. Director	81,407	101,759	122,110	E	
34	Finance Director	81,407	101,759	122,110	E	
34	Workforce Development Director	81,407	101,759	122,110	E	
34	Strategic Initiatives Director	81,407	101,759	122,110	E	Approved July 2022
34	MPO Director	81,407	101,759	122,110	E	Approved Jan 2020
35	Not assigned	85,478	106,848	128,217	E	
36	Deputy Executive Director	89,752	112,190	134,628	E	
37	Not assigned	94,240	117,801	141,360	E	
38	Not assigned	98,952	123,691	148,429	E	
39	Not assigned	103,900	129,875	155,851	E	
40	Not assigned	109,095	136,370	163,643	E	

Current Part-Time Positions Not Classified

- Accounting Assistant
- RIDE Program Coordinator
- WRP Office Manager
- Caregiver Program Associate
- WRP Program Managers
- SCP Support Specialist



EXECUTIVE COMMITTEE AGENDA ITEM

- Item Number:** 3F – USDOL “GO PLACES” Positions
- Nature of Item:** Action Requested
- Attachment(s):** “GO PLACES” Job Descriptions
LOSRC Pay and Classification Schedule
- Background:** LOSRC has received almost a \$4 million grant to serve at-risk youth in two census tracts in the City of Asheville and in East Tennessee, Knoxville and Cocke County. This grant required a multi-state application so we have partnered with East Tennessee Development District. The Project Director and Project Coordinator positions are not in the LOSRC Pay and Classification plan. We are requesting the Board create two new positions to execute this grant. These positions will report to the LOSRC Strategic Initiatives Director. The Project Director will be Grade 32 at a salary of \$85,000 and the Project Coordinator will be Grade 26 at a salary of \$55,000.
- Responsible Staff:** Nathan Ramsey, Executive Director and Vicki Jennings, Strategic Initiatives Director
- Suggested Motion:** To approve the “GO PLACES” positions as requested.



GO PLACES Project Director Job Description

Department: Workforce
Reports to: Strategic Initiatives Director

General Statement of Duties

Under general direction and supervision of the Strategic Initiatives Director, the Growth Opportunities: Peer Leaders Accessing Community and Employment Success (GO PLACES) Project Director oversees the administration and project delivery of the GO PLACES project funded by the US Department of Labor through the Education and Training Administration. Grant parameters mandated two-state participation as a requirement of a successful application – the GO PLACES project targets high crime and poverty in specific areas of both the City of Asheville and cities/counties in Eastern Tennessee. The Project Director works to develop violence prevention strategies and build economic opportunity for youth ages 16 – 24 and will provide administrative leadership of the activities in both states.

Distinguishing Features of the Class

This position will provide oversight of the GO PLACES project to ensure stated goals are met and will serve as the leading point of contact between the Project Coordinators (one in North Carolina and one in Tennessee) and other project partners. To achieve the project's goals, the position will be responsible for convening an Advisory Board of employers, business partners, service providers and others to see that project goals are met and to encourage them to participate fully in the project.

Duties and Responsibilities

Essential Duties and Tasks

- Be committed to the mission of GO PLACES.
- Be knowledgeable about community resources as appropriate to the needs of clients
- Obtain CHW certification through accredited institution
- Maintain weekly timesheet with detailed notes on day-to-day activities
- Provide supervision to North Carolina Project Coordinator
- Provide leadership to all operations and programs of the GO PLACES project.
- Meet stated Project goals: Serve 175 individuals in the City of Asheville; and ensure a total of 350 participants served (combined Asheville and East Tennessee) during the grant performance period
- Work with Program Coordinators and contracted Community Health Workers to submit accurate and timely reports
- Recruit Project partners from employment, education and supportive sectors as needed; develop resources with partners.
- Develop the North Carolina GO PLACES Advisory Board including partners from appropriate sectors; hold quarterly meetings to guide GO PLACES activities
- Attend GO PLACES Advisory Board meetings in East Tennessee twice per year
- Attend regular partners meetings, trainings, and other meetings, as requested
- Behave in a professional manner and consistently demonstrate and promote the values of respect, honesty, and dignity for individuals, coworkers, and all members of the GO PLACES team.

Additional Job Duties

- Other related duties as directed by the Strategic Initiatives Director of Land of Sky Regional Council.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Knowledge of grant requirements
- Knowledge of the Workforce Equity ecosystem
- Considerable knowledge of the service delivery agencies in Buncombe County
- Ability to manage a multitude of individuals' needs simultaneously.
- Ability to establish and maintain effective working relationships with a variety of diverse constituent groups.
- Ability to plan and manage time.
- Ability to apply program guidelines to program activities
- Ability to work with a variety of different agencies including for-profit, nonprofit and governmental.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common tasks.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.

Physical Requirements

- Must be able to perform the basic life operational skills of stooping, reaching, walking, lifting, fingering, talking, hearing and repetitive motions.
- Must be able to perform sedentary work, exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects, including the human body.
- Must possess the visual acuity to prepare and analyze data and figures, accounting, to operate a computer terminal, perform visual inspections and extensive reading.

Working Conditions

- Primarily an office setting with moderate noise level. Frequent local travel with some trips requiring an overnight stay.

Desirable Education and Experience

- Community Health Worker certification along with graduation from a two-year college or university with a degree in human services, business administration or public administration and/or considerable experience in recovery from substance use disorders, supporting former offenders and expertise with workforce development; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid North Carolina driver's license.

Land of Sky Regional Council - 20223



GO PLACES Project Coordinator Job Description

Department: Workforce
Reports to: GO PLACES Project Director

General Statement of Duties

Under general direction of the Growth Opportunities: Peer Leaders Accessing Community and Employment Success (GO PLACES) Project Director, the Project Coordinator oversees the day-to-day operations of the GO PLACES project funded by the US Department of Labor through the Education and Training Administration. The GO PLACES project targets high crime and poverty in specific areas of the City of Asheville and works to develop violence prevention strategies and build economic opportunity for youth ages 16 – 24.

Distinguishing Features of the Class

This position will provide leadership to the GO PLACES project to ensure stated goals are met and will serve as a point of contact between stated partners. The Project Coordinator will give support to the Project Director and serve as the liaison between participants, service providers and others in the GO PLACES ecosystem. To achieve the project's goals, the Coordinator will play a key role in ensuring the success of the program by connecting participants to community resources and collecting and reporting quality data for the duration of the performance period.

Duties and Responsibilities

Essential Duties and Tasks

- Be committed to the mission of GO PLACES
- Be knowledgeable about community resources as appropriate to the needs of clients
- Obtain CHW certification through accredited institution
- Maintain weekly timesheet with detailed notes on day-to-day activities
- Meet stated Project goals: Serve 175 individuals in the City of Asheville; and ensure a total of 350 participants served (combined Asheville and East Tennessee) during the grant performance period
- Proactively reach underemployed and unemployed individuals with barriers to employment, living in low-income communities and/or seeking training opportunities in high-wage employment industries
- Accept/track referrals to/from project partners, including contracted CHWs
- Complete needs assessments to determine participant suitability for the program
- Work with CHWs to develop Individual Development Plans for participants
- Collect data (arrests, recidivism, etc.) for reporting
- Behave in a professional manner and consistently demonstrate and promote the values of respect, honesty, and dignity for individuals, coworkers, and all members of the GO PLACES team.
- Keep client records up-to-date and accurate in our CRM (Client Relationship Management) software program (Apricot)
- Work with contracted Community Health Workers to submit accurate and timely reports
- Attend regular partners meetings, trainings, and other meetings, as requested

Additional Job Duties

- Other related duties as directed by the GO PLACES Project Director and/or the Strategic Initiatives Director of Land of Sky Regional Council.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Knowledge of grant requirements
- Knowledge of the Workforce Equity ecosystem
- Considerable knowledge of the service delivery agencies in Buncombe County
- Ability to manage a multitude of individuals' needs simultaneously.
- Ability to establish and maintain effective working relationships with a variety of diverse constituent groups.
- Ability to plan and manage time.
- Ability to apply program guidelines to program activities
- Ability to work with a variety of different agencies including for-profit, nonprofit and governmental.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common tasks.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.

Physical Requirements

- Must be able to perform the basic life operational skills of stooping, reaching, walking, lifting, fingering, talking, hearing and repetitive motions.
- Must be able to perform sedentary work, exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects, including the human body.
- Must possess the visual acuity to prepare and analyze data and figures, accounting, to operate a computer terminal, perform visual inspections and extensive reading.

Working Conditions

- Primarily an office setting with moderate noise level. Frequent local travel with some trips requiring an overnight stay.

Desirable Education and Experience

- Community Health Worker certification along with graduation from a two-year college or university with a degree in human services, business administration or public administration and/or considerable experience in recovery from substance use disorders, supporting former offenders and expertise with workforce development; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid North Carolina driver's license.

Land of Sky Regional Council - 20223



AGENDA ITEM SUMMARY

- Item:** 3G - TRANSFRVR contract
- Nature of Item:** Action
- Attachment(s):** TRANSFRVR proposal
- Background:** A-B Tech and the NC Community College System has requested the support from Mountain Area Workforce Development Board to provide pre-employment training for Pratt & Whitney and other employers in the region. They have request TRANSFRVR virtual reality training that is web-based as the tool for the pre-employment training. The NC Department of Commerce, Division of Workforce Solutions has approved this procurement as a sole source procurement. The procurement will include 25 headsets at a cost of \$2,000 per headset, the total cost will be \$50,000. The term of this contract license will be one-year.
- Land of Sky Regional Council Procurement policy requires the governing board's approval of this contract.
- Responsible Staff:** Nathan Ramsey, Executive Director, and Charlotte Sullivan, Finance Director
- Suggested Motion:** Motion to approve staff to enter into a contract with TRANSFRVR for 25 headsets at a total cost of \$50,000.



TRANSFR Inc.
 333 W 39th Street, Suite 802
 New York, NY 10018
 Attn: Accounts Receivable
 accountsreceivable@transfrvr.com
 203-552-2160

RENEWAL SERVICE ORDER

Quote #: Q-02814-1
Renewal Effective Start Date: 1/31/2023

Customer: Asheville - Buncombe Technical
 Community College
Primary Contact:
 Nathan Ramsey
 339 New Leicester Highway, Suite 140
 Asheville, NC 28806
 US
Phone: 828-251-6622 ext. 161
Email: nathan@landofsky.org

Bill To:
 Asheville - Buncombe Technical Community College
 339 New Leicester Highway, Suite 140
 Asheville, NC 28806
 United States
 nathan@landofsky.org

Please review or complete the following information:

Tax Exempt? _____ **Purchase Order (P.O.) Required?** _____

State Tax Exempt Number: _____ **P.O. number if applicable:** _____

Total Headsets Provided by Transfr: 25

Total Headsets Already With Customer: 0

Additional Headsets Provided With This Order: 25

Product	Start Date	End Date	Quantity	Cost Per License	Net Total
Manufacturing and Construction: The Skilled Trades	1/31/2023	1/30/2024	25.00	\$2,000.00	\$50,000.00
TOTAL:					\$50,000.00

- Customer Success Manager, Implementation Training, and Technical Support are included services provided for the term of the contract.
- Billing Frequency:
 - Payment due Net 30 from invoice date.
 - NOTE: To avoid any delays/issues with spam filters, please add quickbooks@notification.intuit.com to your list of authorized email addresses. All invoices will be sent from that email to the billing contact listed on this Service Order.
- Total price does not include taxes
- Transfr, Inc. will cover the cost of shipping. The Customer shall be responsible for the safe packaging, proper import, export, shipping, and receiving of the Equipment.
- Quote Expiration: 1/31/2023
- Note: Headsets require WiFi Internet Access - standard training sessions use about 50mb total.

TRANSFR’s Terms of Use (“Terms of Use”) are hereby incorporated by reference and made a part hereof. By signing this Service Order, Customer and TRANSFR agree to the terms set forth in the Terms of Use. The Terms of Use can be found at: <https://transfrinc.com/terms>. In the event that Customer and TRANSFR have executed a separate master services agreement (“MSA”), the provisions of the MSA shall prevail in the event of any conflict between the provisions of the MSA, the Terms of Use, and/or this Service Order.

Capitalized terms utilized but not defined in this Service Order are defined in the Terms of Use. This Service Order constitutes an agreement by Customer to purchase certain products and services from TRANSFR in accordance with the terms and conditions set forth herein and in the Terms of Use or MSA and does not constitute an invitation to negotiate. This Service Order is governed by the Terms of Use.

IN WITNESS WHEREOF, TRANSFR and Customer have executed this Service Order.

**Asheville -
Buncombe
Technical
Community
College**

Signature: _____
Name: _____
Title: _____
Dated: _____

**TRANSFR
Inc.**

Signature: _____
Name: _____
Title: _____
Dated: _____

THANK YOU FOR YOUR BUSINESS!



Change Order

Not valid unless:

- Attached to the Current MSA/SO to which the changes are being applied, and
- Signed by both Customer and Transfr

CLIENT NAME	Nathan Ramsey Customer: Asheville - Buncombe Technical Community College
REQUESTING PARTY	Nathan Ramsey
DATE OF REQUEST	1/20/2023

CHANGE REQUEST OVERVIEW	
DESCRIPTION OF CHANGE	Change Order and with no cost extension and push the close date to 1/30/2023.
REASON FOR CHANGE	Board meets on January 25 th as we must secure approval from the state and the Land of Sky board.
OTHER ORIGINAL SERVICES TO BE CHANGED (i.e. Payment Terms, Etc.)	

CHANGE IN CONTRACT PRICE		CHANGE IN SERVICES/DELIVERY	
ORIGINAL PRICE	NA	ORIGINAL TERM DATES or LENGTH?	1/20/22-1/19/23
NEW PRICE	NA	NEW TERM DATES or LENGTH?	1/20/22-1/30/23

Approval: Please sign and date below.

By signing this Change Order you accept that the changes detailed above will be applied to your current Master Services Agreement and/or Service Order ("MSA/SO") with TRANSFR, Inc. This Change Order narrowly applies to the related terms and conditions in the current MSA/SO, which must be attached.

The terms of this Change Order will be incorporated into the current MSA/SO.

This Change Order does not constitute a material change to the unrelated Terms & Conditions of TRANSFR's current MSA/SO with the client. The Change Order is only a revision and/or addition to the current MSA/SO and all unrelated terms and conditions of the current MSA /SO remain the same.

TRANSFR		CLIENT	
DATE		DATE	



TRANSFR Inc.
 2196 Third Ave
 PMB 20026
 New York, NY 10035
 Attn: Accounts Receivable
 E: accountsreceivable@transfrvr.com
 P: 203-552-2160

SERVICE ORDER

Customer: Mountain Area Workforce Development Board

Primary Contact: Nathan Ramsey

Address: 339 New Leicester Hwy., Suite 140
 Ashville, NC 28806

Phone: 828-251-6622 ext. 161

Email: nathan@landofsky.org

SHIP HEADSETS to (choose one):

Primary Contact above

Billing Contact above

Other (please specify):

Shipping Contact: Nathan Ramsey

Shipping Address: 339 New Leicester Hwy., Suite 140
 Ashville, NC 28806

Phone: 828-251-6622 ext. 161

Email: nathan@landofsky.org

Effective Date: Jan 20, 2022

Expiration Date: Jan 19, 2023

Description of Services and/or Equipment Provided:

Item	Price
25 VR Training Headsets	included
Implementation and training	included
Technical support	included
Career Success Manager	included

Annual Recurring Software Pricing:

Software License	Price	Qty	Unit Price	Total Price
Manufacturing Fundamentals	\$2,000.00	25	1	\$50,000.00

TOTAL: \$50,000.00

Payment & Other Terms:

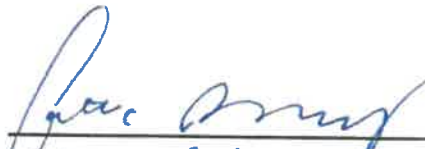

- \$50,000.00 due net 30 upon signing
- Total price does not include taxes

TRANSFR Inc. 2196 Third Ave., PMB 20026, New York, NY 10035
 (203) 552-2160

TRANSFR's Terms of Use ("Terms of Use") are hereby incorporated by reference and made a part hereof. By signing this Service Order, Customer and TRANSFR agree to the terms set forth in the Terms of Use. The Terms of Use can be found at: <https://www.transfrvr.com/termsfuse>. In the event that Customer and TRANSFR have executed a separate master services agreement ("MSA"), the provisions of the MSA shall prevail in the event of any conflict between the provisions of the MSA, the Terms of Use, and/or this Service Order.

Capitalized terms utilized but not defined in this Service Order are defined in the Terms of Use. This Service Order constitutes an agreement by Customer to purchase certain products and services from TRANSFR in accordance with the terms and conditions set forth herein and in the Terms of Use or MSA and does not constitute an invitation to negotiate. This Service Order is governed by the Terms of Use.

IN WITNESS WHEREOF, TRANSFR and Customer have executed this Service Order as of the Effective Date.

Customer		TRANSFR, Inc.	
Signature		Signature	
Name	<u>Nathan C. Ramsey</u>	Name	<u>Bharani Rajakumar</u>
Title	<u>EXECUTIVE DIRECTOR</u>	Title	<u>CEO</u>
Date	<u>1/11/2022</u>	Date	<u>1/20/2022</u>

TRANSFR, Inc. \$ 50,000.00
GRANTS 220 (40%)/230 (60%) 1-10-22



PRE-AUDIT CERTIFICATE

The undersigned, Finance Officer, of Land-of-Sky Regional Council , has reviewed Agreement / Quote / Work Order number _____ ("Agreement") and hereby certifies that the Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act or the School Budget and Fiscal Control Act, whichever is applicable.

FINANCE OFFICER

By: Charlotte Sullivan

Print Name: Charlotte Sullivan

Date: 1-11-22



SERVICE CONTRACTS PROVISIONS

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards - Appendix II to Part 200

The following provisions are required and apply when federal funds are expended by LOSRC for any contract resulting from this procurement process.

Procurement Standards (200.317-326)

When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.

LOSRC reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Simplified Acquisition Threshold

Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

LOSRC reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Termination for Cause or Convenience

Termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

When federal funds are expended by LOSRC, LOSRC reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor, in the event vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. LOSRC also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if LOSRC believes, in its sole discretion that it is in the best interest of LOSRC to do so. The vendor will be compensated for work performed and accepted and goods accepted by LOSRC as of the termination date if the contract is terminated for convenience of LOSRC. Any award under this procurement process is not exclusive and LOSRC reserves the right to purchase goods and services from other vendors when it is in the best interest of LOSRC.

Equal Employment Opportunity (41 CFR Part 60)

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

When federal funds are expended by LOSRC on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Davis-Bacon Act, as amended (40 U.S.C. 3141-3148)

When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in

each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

When federal funds are expended by LOSRC, during the term of an award for all contracts and subgrants for construction or repair, the vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)

Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

When federal funds are expended by LOSRC, the vendor certifies that during the term of an award for all contracts by LOSRC resulting from this procurement process, the vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act.

Rights to Inventions Made Under a Contract or Agreement (§401.2 (A))

If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

When federal funds are expended by LOSRC, the vendor certifies that during the term of an award for all contracts by LOSRC resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced above.

Clean Air Act (42 U.S.C. 7401-7671a.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended

Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671a) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

When federal funds are expended by LOSRC, the vendor certifies that during the term of an award for all contracts by LOSRC resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced above.

Debarment and Suspension (Executive Orders 12549 and 12689)

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

When federal funds are expended by LOSRC, the vendor certifies that during the term of an award for all contracts by LOSRC resulting from this procurement process, the vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

When federal funds are expended by LOSRC, the vendor certifies that during the term and after the awarded term of an award for all contracts by LOSRC resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

1. *No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.*
2. *If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.*
3. *The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.*

Procurement of Recovered Materials (200.323)

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment (200.216)

- a. Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:
 1. Procure or obtain;
 2. Extend or renew a contract to procure or obtain; or
 3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - ii. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

- b. In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.
- c. See Public Law 115-232, section 889 for additional information.
- d. See also §200.471.

Domestic Preferences for Procurements (200.322)

- a. As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.
- b. For purposes of this section:
 - 1. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - 2. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Compliance with Buy American Provision

Vendor certifies that vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

E-Verify

Pursuant to North Carolina Session Law 2015-294, certification is applicable for all contracts entered into by LOSRC, except for contracts solely for purchase of goods, apparatus, supplies, materials, equipment, or contracts with specific other entities as described in NCGS 143-133.3, piggy-back contracts, and travel purchases. Certification: Seller shall comply with the requirements of Article 2 of Chapter 64 of General Statutes. If seller utilizes a subcontractor, Seller shall require the subcontractor to comply with said requirement.

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

COMPANY: TRANSFR, Inc.

DocuSigned by:

SIGNATURE :

Bharani Rajakumar

Bharani Rajakumar, CEO

1/19/2022

NAME & TITLE:

DATE:



AGENDA ITEM SUMMARY

- Item:** 3H – Land of Sky P20 Council Community Engagement & Data Management Specialist Position
- Nature of Item:** Action
- Attachment(s):** Job Description and FY22 Salary Schedule
- Background:** The Land of Sky P20 Council Community Engagement & Data Management Specialist will be a position supporting the Land of Sky P20 Council reporting to the Land of Sky P20 Council Executive Director. The purpose of the position is to assist the Executive Director with the operations of the P20 Council. The Land of Sky P20 Council is funded by grants from the John M Belk Endowment, Duke Energy, US Department of Labor and other sources.
- Responsible Staff:** Emily Nicholson, P20 Council Executive Director
- Suggested Motion:** Motion to approve the Land of Sky P20 Council Community Engagement & Data Management Specialist position consistent with the Land of Sky Regional Council Pay and Classification Study at Grade 28.



Community Engagement & Data Management Specialist Job Description

Department: Land of Sky P20 Council

Reports to: Land of Sky P20 Council Executive Director

The Community Engagement & Data Management Specialist reports to the Executive Director of the Land of Sky P20 Council. This position supports the administrative and community engagement responsibilities related to the operations of the P20 Council. The P20 Council works under the official capacity of the Land of Sky Regional Council and strives to increase postsecondary credential attainment that leads to gainful employment in Buncombe, Henderson, Madison, and Transylvania Counties in Western North Carolina. The Community Engagement & Data Management Specialist supports the Executive Director and the P20 Council with assistance in agenda development, management of meeting logistics, preparation of meeting minutes, creation and presentation of stakeholder presentations, development of marketing and outreach materials and campaigns, and engagement in outreach to businesses, government officials, education leaders, and other stakeholders. In addition, this position supports the Executive Director and the P20 Council with managing grants, ensuring integrity of data, soliciting and receiving grant reports, scheduling payments, maintaining compliance, and generating and submitting a variety of reports, to include a recently awarded federal grant of \$1.4M from the Department of Labor.

Distinguishing Features of the Class

Computer Applications and Office Support

Creates, stores, retrieves, and maintains data for the four-county local area to use in, or in preparation of, a variety of reports. As necessary, creates documents including forms, surveys, minutes, agendas, newsletters, reports, brochures, flyers, and posters; operates standard office equipment; and attends staff, committee, and Council meetings as requested.

Communication and Program Support

Provides support to the Executive Director relating to P20 performance goals and data validation. Develops correspondence related to the position including letters, memos, emails, and faxes; assists with problem solving for the Executive Director.

General Statement of Duties

The Community Engagement & Data Management Specialist provides a wide array of professional, technical, communications, and marketing functions for the Land of Sky P20 Council. The position will serve as a leading point of contact between the Land of Sky P20 Council and businesses, government officials, education leaders, and other stakeholders in the four-county area. Provides support to the Executive Director relating to P20 performance goals and data validation. Monitors and oversees programs for file structure maintenance, eligibility determination, and data validation requirements and procedures.



Partnerships from
Pre-K to Post-Grad

Duties and Responsibilities

Essential Duties and Tasks

- Oversees and participates in grant development and administration, budget development, procurement, and related fiscal monitoring and reporting; coordinates with agency fiscal staff as needed
- Provide assistance to the Executive Director to oversee all operations of the P20 Council
- Provide assistance to the Executive Director to seek additional funding sources to support educational attainment that leads to gainful employment in the four-county area
- Provide assistance to the Executive Director in managing the budget of the P20 Council as well as ensuring the financial and programmatic compliance to all federal, state, and local area mandates
- Periodically update the P20 Council's website (www.losp20.org) to inform students, job seekers, educators, partners, and other stakeholders about the P20 Council's work and resources it offers to stakeholders
- Prepare contract and program invoicing; prepare invoices
- Compile and generate reports concerning a variety of data, program information, and financial issues; submit reports electronically
- Coordinate with program staff for processing of client payments within specific schedules; create and send electronic payments
- Become familiar with myFutureNC's (www.myfuturenc.org) goals, policy briefs, reports, and efforts pertaining to education attainment in North Carolina
- Encourage participation of P20 Council members in a quarterly survey of their organizations' programs, events, initiatives, etc. and compile and report the survey results to the Executive Director
- Write and design press releases, email newsletters and updates, and other communications for both internal and external use pertaining to the work of the P20 Council and its Action Teams
- Promote and elevate the awareness of the Land of Sky P20 Council's work in the business, education, government, and community sectors
- Design marketing and promotional materials and other written and visual media for use in projects and campaigns of the P20 Council
- Make public presentations and represent the P20 Council at meetings and conferences
- Inform stakeholders about the work of P20 and solicit their support and involvement in the work
- Communicate and meet with government officials to represent P20 and to advocate for its goals, policy priorities, and funding needs
- Develop and maintain effective working relationships with federal, state, and local officials; employers; education leaders; and other stakeholders in the community
- Develop an effective working relationship with the media and manage relations with them through multiple communication platforms
- Exercise initiative, creativity, and independent judgment carefully in managing projects
- Be responsive to other duties that may be assigned by the Executive Director
- Search records and reports for historical information

Additional Job Duties

- Perform related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Knowledge of the stakeholders in the region
- Ability to manage a multitude of projects
- Ability to establish and maintain effective working relationships with a variety of diverse stakeholder groups
- Ability to develop and manage budgets
- Ability to plan and manage time
- Ability to work with a variety of different agencies including for-profit, non-profit, and governmental
- Knowledge of the utilization and purpose of information technology; basic Windows operating system, productivity software (Microsoft Office or Google Workspace), email newsletter software (such as Mailchimp), form and survey apps (such as Jotform), publishing tools (such as Canva), and file formats; standard clerical procedures and office operations; English grammar, usage, spelling, and punctuation; technical writing; basic research techniques; and standard types of office filing systems
- Ability to change tasks or priorities quickly and maintain accuracy level
- Knowledge of paraprofessional accounting principles and practices
- Knowledge of laws, general statutes, rules, and regulations governing specific municipal accounting tasks
- Knowledge of the application of information technology including specialized financial software, spreadsheets, and databases and use of peripherals
- Ability to compile, evaluate, and reconcile a variety of accounting records and reports as well as the ability to make arithmetic computations accurately and with reasonable speed
- Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy level
- Skills and abilities to maintain a database and management information system performing the following functions: access, store, and retrieve data, set up and maintain database files, produce a variety of reports from the database; operate standard office equipment; accurately prepare, create, edit, and design memos, reports, letters, and other documents; communicate effectively both in oral and written form; organize and prioritize work; follow instructions; research and resolve inquiries; work independently
- Ability to develop and maintain working relationships with a variety of people, including business leaders, education leaders, government figures, the general public, coworkers, and supervisors
- Ability to communicate effectively in oral and written forms and be able to set priorities and to manage time effectively
- Ability to meet deadlines
- Accuracy in preparing entries, reports, etc.

Organization Conformance Standards for all Positions:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally and courteously with other employees, customers, and partners
- Work effectively as a team contributor on all assignments
- Understand the necessity to efficiently and effectively interact, communicate, and coordinate work efforts with other employees and organizations in an effective manner to accomplish common tasks
- Function in highly stressful circumstances
- Maintain a high level of professionalism and conduct business in an ethical manner at all times
- Maintain regular and punctual attendance

Physical Requirements

- Must be able to perform the basic life operational skills of stooping, reaching, walking, lifting, fingering, talking, hearing, and engaging in repetitive motions
- Must be able to perform sedentary work, exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, or otherwise move objects, including the human body
- Must possess the visual acuity to prepare and analyze data and figures, to operate a computer terminal, to perform visual inspections, and to read extensively
- Work is required outside of the office, so the ability to travel is a requirement of the job.

Desirable Education and Experience

- Candidates must have earned an Associate's Degree or a Bachelor's Degree in business administration, public administration, social sciences or a related field.

Special Requirements

- Possession of a valid North Carolina driver's license and a satisfactory driving record.

1. Finance

- Accounts Receivable Clerk has been hired to increase our finance capacity.
- FY21-22 audit is complete and the Council received an unqualified opinion with no findings.
- Unrestricted fund balance available for appropriation is just over \$2 million.

2. Economic & Community Development & Transportation Planning

Welcome!

We welcome Traci Thompson as our new Housing Planner. Welcome, Traci!

Kudos!

- Congratulations to Rosman and Mars Hill for completing the RC2 (Rural Community Capacity Building) Program through NC Commerce and their recent awards for small planning grants.
- Congratulations to Rosman for an RTFG award for a pedestrian bridge connecting their Town Park to the Elementary School.
- Congratulations to Brevard for receiving a Federal Lands Access Program (FLAP) grant for engineering and design for Ecusta Trail in Transylvania County.
- Congratulations to Madison County for Building Reuse for Highland Metalworks.
- Congratulations to French Broad Electric Co-Operative for their GREAT grant in Madison County
- Congratulations to Zitel Broadband for their GREAT grant in Transylvania County
- Congratulations to City of Asheville for their \$4.2M Low-No grant to support clean transportation fleet technologies.
- Congratulations to French Broad Electric Co-Operative for their CFAT grant in Madison County
- Congratulations to VW Grant Awardees in the region:
 - Transylvania Economic Alliance
 - Transylvania Habitat for Humanity
 - Town of Waynesville
 - Town of Hayesville

Upcoming Events

- 1/26 Western NC Digital Inclusion Celebration Gathering, 10 -11:30am (virtual event)
<https://ncsu.zoom.us/meeting/register/tJEvdOygpzosHtZZl3kni8lm3KribUgfe6gz>
- 2/13 Institute for Emerging Issues (IEI) at NC State University - 2023 Emerging Issues Forum, Talent First Economics at the NC State University McKimmon Center in Raleigh.
- 3/12-15 NADO & DDAA Washington Policy Conference in Arlington, VA
- 3/20-21 Rural Summit 2023 at the Raleigh Convention Center
- 4/26-28 NCAMPO Conference *Transforming Transportation* in Greenville, NC

Transportation

1. MPO & RPO staff continue to work with local partners and NCDOT on project design and development.
2. Staff is assisting in TAB, STIP and CTP development and Board meetings.
3. RPO staff serving as NCARPO Association President, the NCARPO is the statewide organization representing Rural Transportation Planning Organizations in NC.

4. RPO staff is also serving on the new NCDOT EV/Clean Energy Committee.
5. RPO, MPO and ECD staff are assisting several communities write grants for transportation projects, including RAISE, FLAP, and the IIJA Discretionary Funds.
6. MPO and RPO staff are serving on the state's Prioritization Workgroup with other representatives from MPOs, RPOs, and NCDOT.
7. The MPO is providing funding to several special studies in the region getting ready to begin in FY 2023: Fonta Flora Trail Feasibility Study, Reed Creek Greenway Extension Feasibility Study (City of Asheville), Patton Avenue Corridor Study, and the Buncombe County Multimodal Master Plan.
8. The MPO is managing the Haywood County Greenway Master Plan; expected to wrap-up by January
9. The MPO is providing funding for on-going studies at the City of Asheville, including the purchase of bicycle and pedestrian counters and the Biltmore/McDowell study.
10. MPO staff is serving on a Locally Administered Projects Program committee with NCDOT to provide policy recommendations to achieve better success rates and more on-time delivery of LAPP projects.
11. MPO & RPO staff continue to update local governments on NCDOT's financial situation and the Draft 2024-2033 STIP. A public survey is planned to be distributed by the MPO in November.

Broadband

1. LOS partnered with NC DIT and the Division of Rural Health to distribute hotspots with 12 months service and digital literacy training for telehealth programs in WNC. To date 146 hotspots have been distributed to programs in three counties.
2. LOS is partnering with the Institute of Emerging Issues and Dogwood Health Trust to assist development and implement Digital Inclusion Plans in WNC with COGS across the region.
3. LOS received funding from Buncombe County to provide Wi-Fi in several Housing Authority of the City of Asheville (HACA) residential buildings. Staff received an update from the sub-consultant, Elawuit, that installation is proceeding as scheduled.
4. LOS is working with NEMAC to develop a broadband planning tool. The tool is aimed to consolidate many of the various data sources into a project planning catalyst for future broadband projects in the region.
5. LOS staff worked to set up public WIFI in the Broad River area of Buncombe County. Staff partnered with fire department and Skyrunner to implement this project.
6. LOS staff supported providers in the region with GREAT grant assistance leading to 21 applications across the region. To date award announcements in Madison, Transylvania, Buncombe, and Henderson have been made. We are hopeful to gain additional awards in the coming weeks. If your community wants to start working on CAB please get in touch with Sara Nichols.
7. LOS is supporting hot spot access to 325 individuals across WNC through Student Connect program thanks to the support of Dogwood Health Trust.

Community Development/Water, Sewer, Stormwater Infrastructure

1. Staff is continuing to support Fletcher, Laurel Park, Montreat, Weaverville and Woodfin with their MS4 (municipal separate storm sewer system) permit compliance.
2. Weaverville's 205j-funded stormwater system inventory and green infrastructure planning will kick-off in January.
3. Staff is evaluating and synthesizing water and sewer system needs throughout the region, starting with Transylvania County.

Housing

1. Staff has begun reaching out to Local Governments and Housing nonprofit providers to gather information and data for the Housing Asset Inventory and determine needs.

2. LOSRC was awarded a grant from the Appalachian Regional Commission, matched with a grant to Southwestern Commission from the Dogwood Health Trust, to create a WNC Housing Asset Inventory for the western 18 counties. This project will be completed through a multi-COG effort.
3. LOSRC was awarded a grant from Cares at the UNC-CH School of Social Work in partnership with North Carolina Money Follows the Person (MFP), for the initiative titled Building Capacity for Home and Community Based Services through Collective Impact. The project is called Remain at Home - Accessibility Assessment Program, in partnership with the Institute for Preventative Care and Advocacy, Mountain Area Health Education Center, RL Mace Universal Design Institute.
4. LOSRC has completed the Analysis of Impediments to Fair Housing Choice for Buncombe County.

Economic Development/Workforce

1. Staff submitted the I26 Interchange/Access Road application to EDA to request \$2 million in funding on behalf of NCDOT. Staff assisted NCDOT receive \$2.5 million from ARC's Access Road fund.
2. Draft report for the Creative Manufacturing Sector Development plan are currently being reviewed by the core steering committee.
3. The Draft report for the Regional Economic Collaboration and Analysis led by the Region's Chambers of Commerce and business sector is under review by the Advisory Committee. Ernst and Young was selected as the Consultant for this effort and is being funded by the EDA and Dogwood Health Trust. Full results will be shared broadly.
4. Staff and partners have completed the analysis and final products with Outdoor/Recreation Sector manufacturers to determine opportunities in supply chains, workforce and economic diversity in cooperation with High Country Council, Southwestern Commission and Riverbird Research. <https://storymaps.arcgis.com/stories/291e98f0291643c49a6462395ec3e6e5>
5. We continue to partner with the Chambers of Commerce, Small Business Support Agencies, nonprofits, and economic developers to assist small businesses through COVID-19 impacts.
6. The TDM Coordinator is working with Workforce, Inspire, and employers to develop a vanpool-- for under-resourced individuals to access job sites.
7. LOSRC's Waste Reduction Partners program is providing free water-use management assessments for large customers of the City of Asheville's Water Resources Department. These on-site assessments help identify utility costs savings for the City.

Resilience/Hazard Mitigation

1. Staff is serving as a Steering Committee member for the statewide RISE project and for the NC Resilience Clearinghouse, both for NC Department of Public Safety, NC Office of Recovery and Resilience.
2. Staff served on the FEMA BRIC grant review panel to select applicants for NC.
3. LOSRC is supporting the development of the Domestic Preparedness Region 9 THIRA/SPR through the COG Disaster Recovery Grant.

Clean Cities/Clean Vehicles

1. Clean Cities Program is assisting local governments prepare for VW Settlement projects. During the first round of settlement funding released in 2020, the Land of Sky Clean Vehicles Coalition helped the region bring in more than \$4.1 million in grant funding to support purchases of new clean vehicles and EV infrastructure. During the second round of funding, all of the applications that LOS staff assisted with under the Level 2 Public Access Program were funded. Staff also assisted with applications for the DC Fast Chargers and Level 2 Multi-Unit Dwelling programs. Please contact Sara Nichols with questions on how to apply for more than \$68 million in state funding available for clean fleets: sara@landofsky.org
2. LOS received CMAQ funding to continue support of air quality outreach initiatives in WNC.

3. Staff supported applications for the EPA school bus rebate for Buncombe and Madison County Schools.
4. Cherokee Clean Vehicles participated in the first electric school bus in North Carolina ribbon cutting, including a visit from Governor Cooper and Administrator Reagan. Staff recently helped with a training for school leadership including a school bus drag race.
5. Staff are partnering with the Blue Ridge Electric Vehicle Club to host an electric vehicle car show for National Drive Electric Week.
6. CVC staff, Paul Moon, applied for and was accepted into the DOE national equity program to deep dive into equity in alternative fuel conversations with leading experts. Paul has been attending national level training over the last few months to gain perspective on how our work can incorporate DEI priorities in our region.
7. Staff supported the French Broad Electric Membership Corporation in submitting a Clean Fuel Advanced Technology Application for DC Fast Charging to North Carolina Clean Energy Technology Center.

Waste Reduction Partners

1. Staff conducted an environmental assessment with the American Red Cross to perform ESG sustainability assessments at pilot sites in North Carolina, beginning with the Asheville, WNC Chapter.
2. WRP engineers are working with Eaton's Avery Creek manufacturing site to identify energy projects to address corporate carbon emission reduction goals.
3. WRP staff completed an energy efficiency assessment for the Episcopal Church of the Holy Spirit in Marshall on September 7.

Planning Services

1. Staff continue to work with area communities providing land use planning and zoning assistance. Towns include Hot Springs, Mars Hill, Marshall, Montreat, Woodfin, Flat Rock, Maggie Valley, Montreat, Clyde, Canton, and Andrews. Note that we are partnering with Southwestern Commission, Region A staff to assist with communities in their region as well.

Grants & Project Development

1. Staff are working with several jurisdictions to support ARPA projects and administration. Please connect with Erica if you would like to learn more: erica@landofsky.org ARPA information can be found here: <https://www.nc.gov/agencies/pandemic-recovery-office/american-rescue-plan-act-information-and-resources>
2. Staff have been working with Sister Councils of Government on ARPA, Resilience and Multi-regional projects. Partnerships include sharing ARP policies, ordinances, and guidance; grant development; developing scopes of work and project delivery for ARPA State funds; budgeting and project development for housing, transportation and broadband tech assistance.
3. Staff continues working with several local governments and partners on applications for economic development, community development, transportation, and infrastructure implementation with BRIC/FEMA, EDA, and foundations. These projects will support transportation connections, resilience, job growth, industry expansion, and place-based development.
4. The NCGS 160D requires all Comprehensive Plans be updated to meet the new guidelines by July 1, 2022. (i.e. Municipalities and Counties must have a "reasonably-maintained" [updated within last 5-10 years] Comprehensive Plan in effect in order to legally continue having local zoning/development regulations. At minimum, a reasonably updated Land Use Plan must be in place by July 1, 2022 as a rational nexus to zoning/development regulations. (see Town of Canton's phased-approach, Phase 1: Land Use Plan by July 1, 2022; Phase 2: Other Comprehensive Plan elements to be included after July 1, 2022)
Please contact erica@landofsky.org if you have questions or would like assistance updating your plans.

3. Aging

Land of Sky Regional Council welcomes Kathryn Florack to the Area Agency on Aging. Kathryn joins Land of Sky Regional Council as a new Money Follows the Person Transitions Coordinator. Kathryn graduated from the University of Notre Dame in 2010 with a degree in Sociology and a minor in Education. She spent much of her adult life working for a local camp program, Camp Henry, in Canton, in a variety of positions, lastly as the Camp Director. She has a passion for helping people and looks forward to her work with Land of Sky Regional Council.

The Regional Aging Advisory Council will meet on Thursday, March 9, at 10:00am. Location TBD. The focus of the meeting will be to learn about homelessness in the older adult population in our region. For more information, contact LeeAnne Tucker, (828) 251-6622.

Every May, the Administration for Community Living leads the nation's observance of Older Americans Month (OAM). The 2023 theme is *Aging Unbound*, which offers an opportunity to explore diverse aging experiences and discuss how communities can combat stereotypes and how we all benefit when older adults remain engaged, independent, and included.

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American Rescue Plan Act (ARPA) – The Area Agency on Aging (AAA) has completed Supportive Service and Family Caregiver Support Program contracts. Some providers have begun spending ARPA funds. The AAA has received approval from the Division of Aging and Adult Services for all but one of our direct services waivers and the remaining waiver should be completed soon.

Family Caregiver Support Program

- Staff helped facilitate in-person caregiver and care receiver support groups in Hendersonville. There were 10 caregivers and 6 care receivers who participated 3 meetings.
- Staff continues to offer \$500 Respite Vouchers to family caregivers in Transylvania County. So far there are 8 caregivers who have received vouchers.
- Staff is working with AARP on developing a presentation to give to employers on how they can assist their employees who are caregivers.

Foster Grandparent Program

- Number of active volunteers: 30 volunteers are working one-on-one with children ages infant to 8 years old.
- Number of volunteers waiting on paperwork, placement, etc.: 3 volunteers are waiting for placement and 4 volunteers are waiting for their school to reopen to volunteers so that they can return to service.
- Number of active stations (schools, day cares, etc.): 10
- Number of stations waiting to sign MOU, volunteer placement, etc.: 2 of the schools, Head Start Centers, and childcare centers have not yet allowed volunteers to return to service.
- Recruitment efforts (press releases, presentations, etc.): Volunteer recruitment efforts are beginning now that the majority of Foster Grandparent Program (FGP) stations have reopened. Recruitment efforts include a recruitment bonus offered for FGP volunteers that refer someone, staff will participate in the Junior League Volunteer Expo in February and are plan to start running some articles and ads in local media.
- In-service/training update: During the months of December and January, six FGP volunteers are participating in a weekly Circle of Security Training. On January 17, Foster Grandparent volunteers attended in-person in-service training at Land of Sky Regional Council. Janet Price-Ferrell with First WNC presented on Special Education, Rights and Responsibilities and Individual Education Plans (IEP) and 504 plans. Upcoming in-services topics will be as follows:
 - February 14- WNC Fall Coalition will be presenting and doing fall screenings
 - March 14- Stewards of Children-Sexual Abuse Prevention

Health Promotion and Disease Prevention

- Staff presented *Mission Matters, Diversity, Equity, and Inclusion in Evidence-Based Health Promotion Programs* at North Carolina Association of Area Agencies on Aging (NC4A) in January. Staff will also be giving this presentation at the Age + Action Conference in June.
- Staff is working closely with the North Carolina Center for Health and Wellness and Western Carolina University and Stony Brook University in New York to pilot a modified version of *A Matter of Balance* for participants with Parkinson's disease.
- Staff has continued the partnership with Western Carolina University and its Physical Therapy Doctoral program in 2023 to bring the Walk the Ease Program to Gerber Givens Park.
- In partnership with MAHEC, staff submitted an application proposal for the Administration for Community Living grant *Empowering Communities to Deliver and Sustain Evidence-Based Chronic Disease Self-Management Programs*.

- Staff attended the 42nd Annual Martin Luther King Jr. breakfast.
- Staff is working with volunteers at Jewish Family Services to provide fall prevention training.
- Staff is working closely with the MAHEC and is on the 2023 Fall Prevention Conference planning team.
- Staff currently serves as Chair of the Western North Carolina Fall Prevention Coalition.
- Staff and Asheville Terrace Community Health Workers have begun planning for Older American Month events, including a spring health fair.
- Asheville Terrace Community Health Workers have reported an increase in event participation and the “Neighbor Knock” program enrollment.
- Staff and Asheville Terrace Community Health Workers continue to partner with MANNA, Trader Joes, and the Osher Lifelong Learning Institute (OLLI) volunteers to bring nutrition to residents. In November and December, 163 bags of groceries were distributed to residents, and 510 “Neighbor Knock” visits were conducted.

Home and Community Care Block Grant: December 2022 Report of Services Provided

- Adult day care/health days = 1,412
- Meals – delivered/congregate = 103,220
- In-home aid hours = 7,691
- Legal services hours = 831
- Transportation trips = 24,533
- Home improvement projects = 33

Money Follows the Person (MFP) Community Inclusion (serves 37 western counties)

- In November and December staff completed in-person 71 skilled nursing facility visits covering 13 Counties (Cabarrus, Caldwell, Catawba, Cherokee, Clay, Gaston, Graham, Macon, McDowell, Mecklenburg, Polk, Rutherford, Swain.) Staff provided applications packets, training, and materials.
- Staff provided 2 separate webinars to facility and county social workers and staff regarding program updates.
- Staff met with WNC Initiative for Supportive Housing (WISH) to learn about the program and discuss collaboration between WISH and Money Follows the Person.
- Staff attended Mountain Area Workforce Development Board 2022 Recognition Luncheon and shared program information with other guests.
- Staff hosted the Professional Social Workers in Long-term Care organization (PSWLTC). Staff secured a \$500 gift from the PSWLTC organization for the Ombudsman Program to distribute to facility residents in need.

Money Follows the Person Transition Coordinator

Western counties: Buncombe, Henderson, Transylvania, Polk, Madison, McDowell, Rutherford, Mitchell, Madison:

- The current caseload for the western counties is six.
- All six clients on the western caseload are waiting for housing.

The transition coordinator had located housing for a client that had been waiting for housing for eight months. Sadly, this client passed away on January 14, two weeks after locating housing.

Central counties being served: Forsyth, Davidson, Surry, Davie, Stokes, Yadkin

- The current caseload for the central counties is ten.
- Over half of the clients on the central caseload are waiting for housing.

Ombudsman Program

- The Long-Term Care Directory has been completed and is available on the Land of Sky website.
- Ombudsmen have been linking members of the Community Advisory Committees together in order to increase volunteer opportunities. By doing this, they have been able to discuss ideas that have worked for their specific committee.
- Ombudsmen provided “What is an Ombudsman” presentation to 10 Registered Nurses (RN). This class is provided through RN Patient Advocacy and is open to nurses throughout the country.
- Ombudsmen distributed over \$500 worth of gifts (personal care items, blankets, craft supplies, scarves, gloves, etc.) to the Region B Family Care Homes. These items were donated by the Professional Social Workers of Long-Term Care Committee.
- Due to Buncombe County funding, the Buncombe County Community Advisory Committees delivered lap blankets and FurReal pets to facilities.

Outreach and Assistance

- In December for the holidays staff created placemats with healthy tips for the holiday season. Giving out around 1,500 placemats to Meals on Wheels in Buncombe, Henderson and Transylvania counties, as well as seniors centers in all four counties, and other gatherings of older adults in all four counties.
- The past two months staff has been brainstorming and preparing for 2023 with new ideas and plans for outreach targeting volunteer recruitment and to share other resources offered by the Area Agency on Aging.
- The focus for 2023 is a reboot of volunteers for six different Area Agency on Aging programs (Regional Aging Advisory Council, Foster Grandparent Program, Senior Companion Program, Senior Tar Heel Legislator, Community Advisory Committee, and Wellness volunteers). Creating flyers, informational Facebook posts, and ideas on where to reach older adults.
- Staff continues to work on becoming an option counselor to better assist when folks call for help.

Project Care (Caregiver Alternatives to Running on Empty)

- Staff applied for and received \$52,000 of the American Rescue Plan Act (ARPA) funds allotted to the Area Agency on Aging. The funds are for caregiver respite care services only. Staff plans to distribute \$26,000 this fiscal year and \$26,000 next fiscal year and will be able to distribute any unused funds in FY25. So far, nine \$500 vouchers have been awarded to caregivers in Region B who are caring for a person with a dementia diagnosis.

Senior Companion Program

- Number of active volunteers: 60
- Number of volunteers waiting for placement: 1
- Number of active stations: 7
- Recruitment efforts: Givens Gerber Park and Vanderbilt Apartment recruitment meetings
- In-service/training update:
February: Handbook and file clean up
March: Dementia Care

The Senior Companion Program is currently completing end of year reports and applying for a renewal grant with AmeriCorps Senior. The program has been awarded American Rescue Plan Act (ARPA) funds for mileage reimbursement support. The Senior Companion Program is in the process of being approved for an award with the City of Asheville, 5310 Urban Grant, for mileage reimbursement for 2024. The program has received funding from Dogwood Health Trust to support the continuation of our Senior Companion Support Specialist position until 2025.

4. Administration

- Christina is working to complete the FY21-22 Annual Report. We plan to post the report online on our website and mail all elected officials a hard copy report.
- We hosted an all-staff meeting on January 18.
- Nathan attended the COG Directors meeting in Kernersville.
- Nathan attended the Development Districts Association of Appalachia (DDAA) board meeting in Gainesville, Georgia. Nathan is the NC representative on the DDAA board. DDAA advocates for the Appalachian Regional Commission (ARC) and supports the development districts in the 13-state ARC region.
- Nathan attended the Workforce Directors meeting in Wilmington and the My Future NC Collaboratives meeting in New Bern.
- Nathan joined the Clean Vehicles Annual Luncheon and former LOSRC employee received a special award from the US Department of Energy.
- Nathan participated in the Senior Companion Program Annual Holiday Luncheon.
- Nathan participated in the ribbon cutting for the Galen College of Nursing at Biltmore Park.
- Nathan attended the Henderson County Chamber Business Morning Update.
- Nathan made a presentation to the Council of Independent Business Owners.
- Nathan has joined the WNC History Museum steering committee in the effort to establish a NC History Museum in Western North Carolina.
- Nathan met with the Institute of Emerging Issues at NC State to share the many partnerships IEI has with Land of Sky Regional Council.
- Nathan met with NC House Representative Caleb Rudow and NC House Representative Jennifer Balkcom. Meetings are scheduled with Representatives Eric Ager and Lindsey Prather. Working to set up a meeting with Senator Kevin Corbin who now serves our region as Transylvania County is in his district.
- Nathan attended the MLK Breakfasts in Asheville and Flat Rock. Congressman Chuck Edwards joined the LOSRC table at the Asheville MLK Breakfast.
- Congressman Edwards and his staff stopped by the LOSRC office unannounced. He spoke to the French Broad River MPO board which was meeting at that time. Congressman Edwards serves on the House Transportation and Infrastructure Committee.

5. Workforce

- Region's unemployment rate of 3.1% for November 2022, metro has the #1 lowest unemployment rate in NC. Our region generally has more people working, more jobs and more people in our labor force than at any time pre-pandemic. There are monthly fluctuations with the data and subject to revisions.
- Philip Cooper, Coordinator of the Accelerate Buncombe program will be co-leading the Talent Economics Forum with the Institute of Emerging Issues in Raleigh, NC at NC State's McKimmon Center.
- We were awarded a \$4 million USDOL grant to serve youth in 11-counties in NC and 10-counties in TN. The grant will be focused on the two highest poverty census tracts in the City of Asheville to support youth ages 16 – 24 years old.
- We received \$1.3 million from the NC Department of Commerce: \$200,000 for substance use disorders, \$200,000 for reentry, and \$904,080 for small business training support. The small business grant application was submitted in partnership with NC IDEA and NC Community College System.

- We hosted the Mountain Area WDB Recognition Luncheon on December 13. Our board recognized outstanding employers, youth, job seekers and workforce partners. Special thanks to the Hendersonville High School Symphony for performing during the event.
- We are supporting the NC Small Business Workforce Forum on January 26 in partnership with several other workforce boards across the state.
- We transferred \$83,623.99 in youth funding to Southwestern Workforce Development Board. Our board has not met the 20% work-experience mandate for the past two years and we believe this transfer will help us meet this mandate. Our youth contractors are taking every step possible to expand youth work experience.
- Nathan provided a workforce and economy update to the Council of Independent Business Owners (CIBO) and the Asheville Rotary Club.
- We are in the process of planning WNC Construction Career Day on March 28 and 29 in Haywood County at the Smoky Mountain Event Center. Over 20 school systems will be participating.
- We are renewing the Transfr VR subscription for virtual reality software headsets pending approval from the Land of Sky Regional Council board and the NC Department of Commerce.
- We are considering submitting a grant to Dogwood Health Trust to support “recovery to work” and our INspire program.
- We have about \$150,000 in National Dislocated Worker Grant (NDWG) funding available to support dislocated workers. This funding expires at the end of March 2023 and we are searching for ways to deploy these funds.

6. Strategic Initiatives

Mountain Mobility – Overall trips were down slightly – just above 5% - from November to December, but annually travel on public transportation typically falls during the holiday season. Our taxi voucher program – RIDE – also saw lower sales compared to the first quarter. The program still struggles to find reliable transportation partners as employers face a continuing labor shortage. Many of the 108 active participants cite a lack of responsiveness on the part of providers as a reason for their lower voucher purchases. We continue to work with providers to stay informed on current staffing levels to ensure participants have the latest information on availability.

Healthy Opportunities – We currently have 16 active cases of clients needing transportation through the pilot program – four (4) clients in Henderson, three (3) in McDowell, two (2) in Buncombe, and one each in Haywood, Mitchell, Burke, Rutherford, Transylvania, Jackson and Madison counties. In December, we successfully provided transportation for four (4) clients in Buncombe.