



Executive Committee

June 22, 2022

**Hybrid Meeting In-Person at Transylvania County Administration Building, 101 S. Broad St.,
Brevard NC 28712 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. May 25, 2022 Executive Committee Meeting Minutes
- B. Budget Amendment #9

3. Old Business

- A. FY2022-23 Budget

4. New Business

- A. Uniform Guidance Procurement Policy amendment
- B. Procurement and Accounting Specialist
- C. Proposed Staff Salary Adjustments

4. Other Items

- A. Executive Director Report

6. Adjournment

**Land of Sky Regional Council
Executive Committee
Regular Meeting
May 25, 2022**

Minutes

Land of Sky Regional Council's Executive Committee held a meeting at the Town of Weaverville's Community Center that included access through the Zoom platform on Wednesday, May 25, 2022. Executive Committee members participating in the meeting included Chair Barbara Volk, Patrick Fitzsimmons, Preston Blakely, Norris Gentry, Maureen Copelof, and Larry Harris constituting a quorum.

Land of Sky staff participating in the meeting included Nathan Ramsey, Danna Stansbury, Charlotte Sullivan, Vicki Jennings, Christina Giles, LeeAnne Tucker, and Erica Anderson, Tristan Winkler, Brandon Priestler, and Zia Rifkin (Minutes). Land of Sky's Legal Counsel, Susan Russo-Klein was present, too.

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

Approval of Consent Agenda – The consent agenda composed of items A. April 2022, Executive Committee Minutes; and B. Budget Amendment #8, was presented for approval with no modification requested.

Norris Gentry moved to approve the consent agenda as presented. Patrick Fitzsimmons seconded, and the motion carried unanimously upon a roll call vote, and without further discussion.

Pursuant to NCGS 143-318.11, the Executive Committee plans to enter Closed Session for the purpose of discussing personnel matters including staff performance evaluations and compensation. Larry Harris moved to enter into closed session and Norris Gentry seconded, and the motion carried unanimously.

Closed Session

New Business

The Executive Committee returned to open session.

Proposed Staff Salary Adjustments

Nathan Ramsey shared that proposed staff salary adjustments are intended to maintain pay rates competitive with the market. Leadership Team has determined that the organizational team can be more effective with pay adjustments rather than retaining a firm for a pay study. Land of Sky Regional Council is struggling to attract and retain staff. Several staff members have been lost to other organizations who have provided substantial pay increases with their new positions.

Erica Anderson shared about the need to increase ECD staff compensation rates to remain competitive with similar positions in the region. She noted that many staff have ten years or more with LOSRC.

LeeAnne Tucker shared about the proposed salary adjustments for AAA staff. She noted the goal is to bring compensation rates up to a competitive level for the staff proposed for salary increases.

Nathan Ramsey shared that he proposes pay increases for those staff who report directly to him including Charlotte Sullivan, who is a tremendous asset to the organization. He also noted that Workforce staff are taking on more responsibility in line with the proposed salary adjustments.

Norris Gentry moved to approve the proposed salary adjustments for staff as presented beginning July 1, 2022, and to have the 7% COLA for those staff based on their adjusted salary. Larry Harris seconded, and the motion carried upon a roll call vote, and without further discussion.

FY22-23 Budget Presentation

Charlotte Sullivan reviewed the FY23 Budget Ordinance with the Executive Committee, which totals \$17,203,951. She noted that the first budget amendment for FY23 would have the actual amounts for grants and include any carry-over funding. She informed them that the budget would be presented at the Board of Delegates meeting and the public hearing for the FY23 Budget Ordinance is scheduled for the June 22 Board meeting. A 7% COLA for staff is proposed for FY23 as the top priority is to retain and recruit the most capable staff possible so that Council can effectively serve local governments and the LOSRC region. Council is facing the same personnel challenges as local governments and other employers; with less interest in job postings by job seekers; this is an attempt to adjust salaries for certain positions to reflect market conditions. With significant funding from the State of North Carolina and Dogwood Health Trust as well as ample funding from programs a 7% COLA is sustainable this year and in future years.

Charlotte Sullivan shared that health insurance costs are increasing, and the LOSRC indirect rate has decreased for FY23. She explained the budget process, which includes the presentation of the proposed budget at Council's May meeting, publication of the legal notice to begin the public comment period and to advertise the date and location of the public hearing for the FY23 Budget Ordinance. After hearing any public comments, Council would vote on the Budget Ordinance for the upcoming fiscal year at their June meeting.

Discussion occurred regarding the indirect rate and Nathan Ramsey noted that LOSRC is always trying to maintain the appropriate balance between being a program focused or staff focused organization. Many COGs across the State have similar indirect cost and fringe benefits rates. He noted that administrative staff include the full-time Finance and Administrative staff. Charlotte Sullivan noted that the lower indirect cost rate means there would be less expense charged to the grants that support programs administered by LOSRC. Nathan Ramsey noted that Charlotte Sullivan manages over 300 grants.

Nathan Ramsey shared that the Public Hearing for the FY23 Budget Ordinance would be held at the Transylvania County Administration Building as the City of Brevard is hosting the June meeting. The meeting location is noted in the legal notice advertising the public hearing and public comment period for the FY 23 Budget Ordinance.

No action requested.

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 June 8 is a meeting of The Forum, following an NCACOG meeting on the 7th. He noted that the General Assembly authorized funding for each COG in the current budget. This funding is planned to be directed at the ECD to increase capacity to provide more services in the region.

Nathan Ramsey noted that there may be additional staff changes and transitions in the upcoming months. He noted too that Danna Stansbury is going to be the new Executive Director at Foothills COG (Region C). He shared that a presentation is planned for the June meeting to provide a plan to move forward with staff changes and transitions. He noted that Susan Russo-Klein and Craft HR have been very helpful to the organization and their assistance may continue.

Nathan Ramsey shared about the recent survey among Leadership staff and the DEI Committee, and he noted that the results of the survey showed that only about 60% of staff surveyed felt like they belonged at the organization. He noted that he felt somewhat disheartened by the results and there was discussion at the last DEI Committee meeting that included that the invocation given prior to Council meetings made some staff feel like they didn't belong at the organization.

Discussion occurred regarding the invocation at the beginning of Council meetings, and it was shared that the opportunity is always offered for anyone who wants to provide that service to Council. Chair Volk noted that the City of Hendersonville always has a silent invocation at the beginning of their meetings. Patrick Fitzsimmons agreed with the benefit of having a silent invocation. The Executive Committee reached consensus that the goal was to have this time of the Council meetings be non-controversial.

Nathan Ramsey shared his appreciation for the Executive Committee's support, and he noted that overall, things are going very well at LOSRC.

Adjournment

Chair Volk adjourned the meeting, as there was no further business.

Respectfully submitted by Zia Rifkin

DRAFT

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BUDGET AMENDMENT RESOLUTION #9

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, 2022.

SECTION I. To amend the appropriations as follows:

Area Agency on Aging	\$ 424,320.00
Workforce Development	107,000.00
Economic & Community Development	(118,314.00)
General Operations	60,000.00
Total Appropriations	<u>\$ 473,006.00</u>

SECTION II. It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Area Agency on Aging -Federal	\$ 210,494.00
Area Agency on Aging- State	255,888.00
Area Agency on Aging – Local	4,206.00
Area Agency on Aging – Local Dues	
Area Agency on Aging – Private	(46,268.00)
Area Agency on Aging – In Kind	-
Area Agency On Aging – Fees	
Appropriated Fund Balance	-
Total Area Agency on Aging	<u>\$ 424,320.00</u>

Workforce Development - Federal	
Workforce Development - State	
Workforce Development - Local	
Workforce Development - Local Dues	
Workforce Development - Private	107,000.00
Workforce Development - In Kind	
Workforce Development - Fees	
Total Workforce Development	\$ 107,000.00
Economic & Community Development - Federal	\$ (34,208.00)
Economic & Community Development - State	5,000.00
Economic & Community Development - Local	11,800.00
Economic & Community Development - Local Dues	(101,906.00)
Economic & Community Development - Private	(17,000.00)
Economic & Community Development - In Kind	-
Economic & Community Development - Fees	18,000.00
Appropriated Fund Balance	
Total Economic & Community Development	\$ (118,314.00)
General Operations -Local Dues	
General Operations - Appropriated Fund Balance	60,000.00
General Operations - Fees	
General Operations - Other	
Total General Operations	
Total General Operations	60,000.00
Total Estimated Revenues	\$ 473,006.00

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 22th day of June, 2022.

Mayor Barbara Volk, Chair

Nathan Ramsey, Attest



AGENDA ITEM SUMMARY

- Items:** 3A – Old Business: Land of Sky Regional Council FY22-23 Budget
- Nature of Items:** Action Required
- Attachment(s):** PY22-23 Budget
- Background:** FYY22-23 Budget was presented to the Board of Delegates at the May 25, 2022 meeting and a public hearing on the budget will be held at the June 22, 2022 meeting. Approval by the Executive Committee will be a recommendation to the Board of Delegates.
- Responsible Staff:** Nathan Ramsey, Executive Director and Charlotte Sullivan, Finance Director
- Suggested Motion:** Move to approve the FY22-23 Land of Sky Regional Council budget as presented.

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BUDGET ORDINANCE FOR FISCAL YEAR ENDING JUNE 30, 2023

BE IT ORDAINED by the Land of Sky Regional Council (LOSRC):

SECTION I. The following amounts are appropriated in the General Fund for the operations of LOSRC and its activities for the fiscal year beginning July 1, 2022, and ending June 30, 2023.

<u>General Fund:</u>	
Area Agency on Aging	\$ 7,905,488
Workforce Development	2,591,980
Economic & Community Development	6,551,445
General Operations	<u>182,038</u>
 Total Appropriations	 \$ 17,230,951

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.

Federal	\$ 10,938,678
State	2,405,398
Local Dues	342,834
Local Government Contracts & Match	1,803,966
Private Grants, Contracts/Sponsors, Other	1,178,307
Fees	215,360
In-Kind	325,226
Appropriated Fund Balance	<u>21,182</u>
 Total Estimated Revenues	 \$ 17,230,951

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 actual changes to salary or compensation of any employee, for any reason (except for salary adjustments made in this document) shall be approved by the Executive Director and the Executive Committee before such change 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 22nd day of June 2022.

 Barbara Volk, Chair

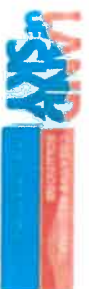
 Nathan Ramsey, Attest



Fiscal Year 2022-2023 Proposed Budget Highlights

- **Proposed Budget totals \$17,230,951.**
- **First Budget Amendments will have actual amount of grants and carry-over.**
- **Proposed Budget includes a 7% pay increase for all Full-time employees. The retirement rate is increasing to 12.15% from 11.41%. The negotiated indirect rate is decreasing from 44.22% to 38.53%.**
- **No proposed increase in local government dues.**
- **Continue to use local dues to support matches for ARC, EDA, and Aging programs.**
- **Proposed budget is balanced and prepared in accordance with Nc Local Government Budget and Fiscal Control Act.**

Land of Sky Region Council
Revenue and Expenditures



Fiscal Year → FY23
Amendment → Start

Amendment Date → 5/25/22

Revenue and Expenditures

Program Area	Proposed Budget as of Current Amendment -- 'Start'	Increase or (Decrease) between Current and Previous Amendment	Percent Change between Current and Previous Amendment	Percent Change between Current Amendment and FY Begin
AAA - Area Agency on Aging	\$7,905,488	\$0	0.0%	0.0%
ECD - Economic and Community Development	\$6,551,445	\$0	0.0%	0.0%
MAWD - Workforce Development	\$2,591,980	\$0	0.0%	0.0%
MNG - General Operations	\$182,038	\$0	0.0%	0.0%
Land of Sky Regional Council	\$17,230,951	\$0	0.0%	0.0%

Revenue by Source

Funding Source	Proposed Budget as of Current Amendment -- 'Start'	Increase or (Decrease) between Current and Previous Amendment	Percent Change between Current and Previous Amendment	Percent Change between Current Amendment and FY Begin
Federal	\$10,938,678	\$0	0.0%	0.0%
State	\$2,405,398	\$0	0.0%	0.0%
Local	\$1,803,966	\$0	0.0%	0.0%
Dues	\$342,834	\$0	0.0%	0.0%
Private	\$1,046,469	\$0	0.0%	0.0%
Other	\$131,838	\$0	0.0%	0.0%
In-Kind	\$325,226	\$0	0.0%	0.0%
Fees	\$215,360	\$0	0.0%	0.0%
Appropriated Fund Balance	\$21,182	\$0	0.0%	0.0%
Land of Sky Regional Council	\$17,230,951	\$0	0.0%	0.0%

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



FY23 Fiscal Year

FY23 Budget
at Start;
Total for AAA

AAA

Area Agency on Aging

\$7,905,488

Unit	Grant Number	Grant Name	FY Start	FY23 Budget at Start
AAA	502	MFP- Transition Coordination Services	\$50,000	\$50,000
AAA	507	Medicare Improvement for Patients and Providers (MIPPA)	\$31,305	\$31,305
AAA	510	Aging Planning & Administration	\$273,739	\$273,739
AAA	511	Aging Planning & Administration State	\$48,262	\$48,262
AAA	513	Health Promotion	\$43,959	\$43,959
AAA	520	Home & Community Care Block Grant (P/T)	\$3,293,888	\$3,293,888
AAA	521	Senior Center General Purpose Funding	\$66,529	\$66,529
AAA	522	Project Fan/Heat Relief	\$5,429	\$5,429
AAA	530	Family Caregiver Support	\$311,045	\$311,045
AAA	531	Family Caregiver Event	\$200	\$200
AAA	533	Project Care (Contributions)	\$7,363	\$7,363
AAA	534	Project Care (Administration)	\$125,360	\$125,360
AAA	541	Health Promotion/Disease Prevention Pilot	\$34,017	\$34,017

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



FY23 Fiscal Year

FY23 Budget
at Start;
Total for AAA

AAA Area Agency on Aging

\$7,905,488

Unit	Grant Number	Grant Name	FY Start	FY23 Budget at Start
AAA	550	Ombudsman	\$363,897	\$363,897
AAA	551	Elder Abuse Prevention	\$7,273	\$7,273
AAA	586	Foster Grandparent Program	\$438,483	\$438,483
AAA	595	Senior Companion Program	\$441,932	\$441,932
AAA	51A	ARPA Planning & Administration	\$266,076	\$266,076
AAA	52A	ARPA Home & Community Block Grant	\$1,499,818	\$1,499,818
AAA	52V	Vaccine Outreach	\$50,000	\$50,000
AAA	53A	ARPA Family Caregiver Program	\$272,833	\$272,833
AAA	54A	ARPA Health Promotion	\$84,119	\$84,119
AAA	55A	ARPA Ombudsman	\$16,167	\$16,167
AAA	56i	MFP Community Inclusion Program	\$113,110	\$113,110
AAA	59A	SCP- PHF/Bridge Rural & Urban	\$60,684	\$60,684

Land of Sky Region Council
Revenue and Expenditures



FY23 Fiscal Year

FY23 Budget
 at Start;
 Total for ECD

ECD Economic and Community Development

\$6,551,445

Unit	Grant Number	Grant Name	FY Start	FY23 Budget at Start
ECD	346	WRP - NCDEQ-State Energy Program	\$50,000	\$50,000
ECD	350	WRP - NCDEQ - Solid Waste Management	\$45,000	\$45,000
ECD	357	WRP-ECU Engergy Assessments	\$5,000	\$5,000
ECD	380	NCDEQ-PS-10/1/22-9/30/23	\$23,000	\$23,000
ECD	382	WRP -USDA REAP REDA, 4-1-2022	\$73,500	\$73,500
ECD	419	DIT MOA ARC Power	\$50,000	\$50,000
ECD	420	Bunc Co Non-Emergency Medicaid Transportation (NEMT)	\$999,408	\$999,408
ECD	428	DHT-WNC Broadband Mapping	\$60,000	\$60,000
ECD	431	EDA Planning Grant - 1/1/21 - 12/31/23	\$113,298	\$113,298
ECD	449	Mars Hill Water/Sewer T/A	\$29,000	\$29,000
ECD	458	Madison Co. Housing Coalition	\$12,000	\$12,000
ECD	463	Stormwater Services	\$12,000	\$12,000
ECD	464	WNC 205j Stormwater Partnership	\$30,000	\$30,000

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



FY23 Fiscal Year

FY23 Budget
at Start;
Total for ECD

ECD Economic and Community Development

\$6,551,445

Unit	Grant Number	Grant Name	FY Start	FY23 Budget at Start
ECD	465	Black Mountain Technical Assistance - GIS/GPS	\$5,000	\$5,000
ECD	467	319 Black Mtn	\$124,695	\$124,695
ECD	468	ARC Arts/ DHT	\$80,000	\$80,000
ECD	471	Town of Fletcher - GIS	\$4,000	\$4,000
ECD	497	Montreat Planning & Zoning	\$58,658	\$58,658
ECD	666	Black Mtn EDA Water & Sewer	\$11,069	\$11,069
ECD	695	DHT-IEI Digital Inclusion Project	\$175,000	\$175,000
ECD	800	Clean Air Campaign	\$14,000	\$14,000
ECD	812	CMAC	\$50,000	\$50,000
ECD	827	DOE-NETL Clean Cities 4/1/21	\$157,500	\$157,500
ECD	830	Mobile Education Center	\$15,000	\$15,000
ECD	900	Rural Planning Organization (RPO)	\$132,969	\$132,969
ECD	930	Bunc Co Mountain Mobility Administration	\$297,246	\$297,246

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



FY23 Fiscal Year

FY23 Budget
at Start;
Total for ECD

ECD Economic and Community Development

\$6,551,445

Unit	Grant Number	Grant Name	FY Start	FY23 Budget at Start
ECD	933	Bunc Co Transportation RIDE	\$175,000	\$175,000
ECD	938	Bunc Co Mountain Mobility Administration - RIDE	\$20,187	\$20,187
ECD	952	French Broad Metro. Planning Org. -- Special Studies	\$570,006	\$570,006
ECD	953	French Broad Metro. Planning Org. -- Special Studies	\$612,500	\$612,500
ECD	954	Transportation Demand Management (TDM) Coord	\$106,266	\$106,266
ECD	41A	Regional Resiliency Analysis-DHT	\$20,000	\$20,000
ECD	41C	DHT COG Capacity Building	\$307,998	\$307,998
ECD	41D	Buncombe Co. Covid 19 Connecting Communities	\$50,000	\$50,000
ECD	41E	NCARCOG T/A	\$593,750	\$593,750
ECD	41F	ARC Housing Assets	\$190,000	\$190,000
ECD	41G	NCARCOG Disaster & Recovery	\$356,250	\$356,250
ECD	41U	UNC - Building Capacity For Home & Community	\$149,122	\$149,122
ECD	46A	ARP- Black Mtn.	\$40,000	\$40,000

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



FY23 Fiscal Year

**FY23 Budget
at Start;
Total for ECD**

ECD Economic and Community Development \$6,551,445

Unit	Grant Number	Grant Name	FY Start	FY23 Budget at Start
ECD	47A	ARC-TA Comm Dev. 10/1/21-9/30/22	\$6,875	\$6,875
ECD	47B	ARC T/A Com Dev. Ends 9/30/23	\$20,625	\$20,625
ECD	49A	ARC-LDD end 12/31/22	\$55,174	\$55,174
ECD	49B	ARC LDD ends 12/31/23	\$110,349	\$110,349
ECD	4A2	Mars Hill (ARP)	\$15,000	\$15,000
ECD	70A	Healthy Opportunities - Operations	\$525,000	\$525,000

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



FY23 Fiscal Year

FY23 Budget
at Start;
Total for MAWD

MAWD Workforce Development

\$2,591,980

Unit	Grant Number	Grant Name	FY Start	FY23 Budget at Start
MAWD	210	Administration	\$190,000	\$190,000
MAWD	211	Special Activities	\$3,979	\$3,979
MAWD	212	Education & Workforce Collaboration -Belk Foundation	\$105,000	\$105,000
MAWD	220	WIOA - Adult	\$530,000	\$530,000
MAWD	230	WIOA - Dislocated Worker	\$375,000	\$375,000
MAWD	240	Youth - Out of School	\$350,000	\$350,000
MAWD	241	Youth - In School	\$110,262	\$110,262
MAWD	242	FLG LineMountain Area -AB Tech	\$10,000	\$10,000
MAWD	243	FLG Finish Line- Blue Ridge CC	\$20,000	\$20,000
MAWD	276	NDWG	\$70,000	\$70,000
MAWD	278	NDWG Temp Emphy	\$52,739	\$52,739
MAWD	620	Inspire-ARC/DHT/MAHEC	\$385,000	\$385,000
MAWD	62E	ARC Power WNC Early Childhood Educator Workforce	\$390,000	\$390,000

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



FY23 Fiscal Year

FY23 Budget
at Start;
Total for MNG

MNG General Operations

\$182,038

Unit	Grant Number	Grant Name	FY Start	FY23 Budget at Start
MNG	403	Leicester Crossing Facility - Debt Service	\$131,838	\$131,838
MNG	410	Local	\$50,200	\$50,200



Member Government Assessments -- FY 22/23

Member Government	FY 22/23				FY 21/22		
	Total Dues	Regular Assessment		RPO Match	Total Dues	Regular Assessment	RPO Match
		Amount	Percent				
Buncombe County	\$122,804	\$118,482	60.7%	\$4,322	\$122,804	\$118,482	\$4,322
Henderson County	\$34,487	\$34,487	17.7%		\$37,177	\$37,177	
Flat Rock	\$1,558	\$1,558	0.8%		\$1,558	\$1,558	
Fletcher	\$3,595	\$3,595	1.8%		\$3,595	\$3,595	
Hendersonville	\$6,572	\$6,572	3.4%		\$6,572	\$6,572	
Laurel Park	\$1,091	\$1,091	0.6%		\$1,091	\$1,091	
Mills River	\$2,690	\$2,690	1.4%		\$0	\$0	
Madison County	\$15,114	\$10,137	5.2%	\$4,977	\$15,114	\$10,137	\$4,977
Transylvania County	\$26,690	\$12,502	6.4%	\$14,188	\$26,690	\$12,502	\$14,188
Brevard	\$3,806	\$3,806	2.0%		\$3,806	\$3,806	
Rosman	\$245	\$245	0.1%		\$245	\$245	
Haywood County	\$3,107		0.0%	\$3,107	\$3,107	\$0	\$3,107
Totals	\$221,759	\$195,165	100.0%	\$26,594	\$221,759	\$195,165	\$26,594

Projected Use of Member Government Assessments			
Grant #	Program	Dues	Purpose
410	Local Funding	\$8,521	Participation in Regular Activities not supported by grants Membership Dues Council Meetings & Other LOSRC sponsored events Annual Dinner & Annual Report Holiday Bonuses Travel & Training
		\$6,000	
	Other Sources	\$6,500	
		\$0	
	Other Sources	\$8,000	
		\$0	
		\$29,021	
49A/49B	ARC-LDD	\$121,384	
431	EDA Planning Grant	\$25,000	
510	Aging - Plan & Admin	\$19,760	
	Regular Assessment	\$195,165	
900	Rural Planning Org.	\$26,594	Match for DOT funding, allocation per capita
	Total	\$221,759	

339 New ...
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 ...
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PROPOSED BUDGET ORDINANCE FOR FISCAL YEAR ENDING JUNE 30, 2023

BE IT ORDAINED by the Land of Sky Regional Council (LOSRC):

SECTION I. The following amounts are appropriated in the General Fund for the operations of LOSRC and its activities for the fiscal year beginning July 1, 2022, and ending June 30, 2023.

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



AGENDA ITEM SUMMARY

- Item:** 4A – Uniform Guidance Procurement Policy Amendment
- Nature of Item:** Action
- Attachment(s):** Memo from Charlotte Sullivan, Finance Director
- Background:** Current threshold of micro-purchase is purchase contracts less than \$10,000 per transaction. The proposed amendment would increase that threshold to \$50,000. The purpose of the amendment is to keep the policies of Land of Sky Regional Council consistent with the Uniform Guidance for low-risk auditees. The Board will be required to approve this change for each fiscal year, and it is dependent on Land of Sky Regional Council remaining a low-risk auditee.
- Responsible Staff:** Charlotte Sullivan, Finance Director
- Suggested Motion:** Motion to approve the increase in the micro-purchase amount from \$10,000 to \$50,000 for the fiscal year ending on June 30, 2023.

Land of Sky Regional Council
 10000 Park Road, Suite 100
 Asheville, NC 28804
 Phone: 828.251.1000
 Fax: 828.251.1001



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

TO: Land of Sky Executive Committee

FROM: Charlotte Sullivan, Finance Director *CS*

DATE: June 1, 2022

RE: Request for Approval to Amend the Uniform Guidance Procurement Policy

The Finance Department requests approval to amend the micro-purchase definition and threshold outlined in the Uniform Guidance Procurement Policy approved September 25, 2018; effective July 1, 2018.

The amendment is a change in the definition and threshold of the micro-purchase under the policy in accordance with the revisions to the Uniform Guidance (2 C.F.R. § 200.320(a)(1)) dated December 15, 2021 effective for fiscal years starting after this date. The current definition and threshold of micro-purchase is purchase contracts less than \$10,000 per transaction. The revision to the Uniform Guidance changes this definition to purchase contracts that the aggregate dollar amount of which does not exceed the micro-purchase threshold. The Uniform Guidance revisions authorize qualified low-risk auditees as outlined in § 200.520 for the most recent audit to increase the micro-purchase threshold to less than \$50,000. This change in threshold is only for the fiscal year-end June 30, 2023 and would require re-evaluation and approval annually. The re-evaluation is dependent on Land of Sky Regional Council remaining a low-risk auditee.

It is recommended that the board approve the amendment of Land of Sky's Uniform Guidance Procurement Policy to change the definition and threshold of a micro-purchase to purchase contracts that the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$50,000 for the fiscal year-end June 30, 2023.



AGENDA ITEM SUMMARY

- Item:** 4B – Procurement and Accounting Specialist
- Nature of Item:** Action
- Attachment(s):** Job Description and FY22 Salary Schedule
- Background:** The Procurement and Accounting Specialist will be a position in the Finance Department reporting to the Finance Director. The purpose of the position is to help departments with Uniform Guidance 2 CFR 200 compliance as well as to increase capacity within the Finance Department.
- Responsible Staff:** Charlotte Sullivan, Executive Director
- Suggested Motion:** Motion to approve the Procurement and Accounting Specialist consistent with the Land of Sky Regional Council Pay and Classification Study at Grade 24.



Procurement and Accounting Specialist Job Description

Department: Finance
Reports to: Land of Sky Regional Council Finance Director

General Statement of Duties

Performs difficult professional work in the development of working relationships between the business community and the agency to procure goods, services, or professional assistance in the form of contracts and sub-awards to advance the region's goals.

Distinguishing Features of the Class

An employee in this class provides a wide array of professional and technical functions for Land of Sky Regional Council. This position is responsible for supervisory, administrative, and technical functions in organizing and executing the purchasing, procurement, and warehousing functions for the Council. Plans, organizes, and administers a procurement program for materials, supplies, equipment, and professional services. Coordinating formal and informal bid purchasing and contracting, review and approval of purchase orders, and maintenance of records. The employee must exercise considerable independent judgment and initiative in development of an efficient system across departments, in contract review and authorization, and in advising departments on legal requirements. Work is performed in accordance with North Carolina General Statutes, Federal and State regulations governing purchasing, and local government and Council policies and manuals.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, evaluates and recommends systems and procedures for procurement, purchasing, and warehousing; confers with department heads, local and state government officials and staff.
- Oversees procurement needs for all departments and programs at the Council.
- Ensures compliance with federal and state laws, including but not limited to Uniform Guidance 2 CFR 200, and regulations as well as the Council's procurement policy.
- Helps prepare purchase orders, contracts and other documents required to comply with all legal requirements.
- Conducts or supervises formal bid opening and oversees and ensures legal compliance for capital expenditure; analyzes bids; reports results and recommends bid awards for purchase; assists in the preparation of bid specifications for procurement items; coordinates with Finance Director on budget issues for funds availability and spending authority; and, administers annual purchase contracts.
- Reviews quotes, bids and proposals for the Council.
- Plans, supervises, and evaluates the maintenance of inventory and control records.
- Maintains records including vendor list and product files, price lists and comparison sheets on regularly purchased items; maintains purchasing requisition and bid files; maintains consultant lists for professional services.
- Reviews and authorizes purchase, construction, and maintenance contracts; determines appropriate method of purchase, i.e., informal bids, formal bids, negotiated contracts or other procedure.
- Approves purchase orders and check requests as required.
- Advises departments on equipment and supplies specifications and offers guidance on the purchasing process, assists in determining standard products, equipment, supplies and materials to be used by all departments.
- Oversees the receiving, disbursement and recording of inventory items to or from the central stores inventory. Manages the stock room, assisting in all aspects of the operations
- Meets with department heads for advice and consultation about purchase and contracting of goods and services.
- Manage and dispose of surplus equipment
- Works with Council staff to ensure that the Council's future procurement needs will be met.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina General Statutes, federal procurement requirements and of local ordinances and regulations governing the purchasing of materials, supplies and equipment.
- Thorough knowledge of business methods, markets, and purchasing practices and procedures.
- Thorough knowledge of the laws relating to public purchasing.
- Ability to write clear and concise contracts and specifications.
- Ability to evaluate specifications and bids.
- Thorough knowledge of various grade and qualities of a variety of materials, sources of supply and price trends for supplies and equipment used by the Council.
- Thorough knowledge of standard office procedures, practices and equipment.
- Good working knowledge of accounting and finance in relation to procurement and purchasing.
- Skill in establishing and maintaining effective work relationships with public vendors, management and government officials and with other Council employees and associates.
- Skill in communicating and presenting ideas effectively in oral and written forms.
- Ability to supervise, organize, and evaluate the work of employees.
- Ability to interpret and explain intricate laws and procedures relating to the procurement and purchasing process.
- Proficient in the use of computer technology including network systems and programs.

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 task.
- Function in stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force occasionally.
- Must possess the visual acuity to perform extensive reading, administrative, and computer work.

Desirable Education and Experience

- Graduation from college or university with a two-year or four-year degree in business administration, accounting or public administration, and/or considerable experience working government finance; or an equivalent combination of education and experience.

Special Requirements

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

VII. Proposed Pay Plan

		<u>07.01.2021</u>	<u>07.01.2021</u>	<u>07.01.2021</u>	
		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>FLSA</u>
10	Not assigned	23,590	29,487	35,384	N
11	Not assigned	24,769	30,961	37,153	N
12	Not assigned	26,007	32,509	39,011	N
13	Not assigned	27,308	34,136	40,963	N
14	Transit Program Assistant	28,673	35,842	43,010	N
15	Not assigned	30,107	37,634	45,161	N
16	Senior Transit Program Assistant	31,612	39,516	47,418	N
17	Not Assigned	33,193	41,491	49,789	N
18	Mobility Specialist	34,853	43,566	52,278	N
19	Administrative Support Specialist	36,595	45,745	54,894	N
20	NEMT Specialist	38,425	48,032	57,639	N
20	Payroll Specialist	38,425	48,032	57,639	N
21	MIS Specialist	40,346	50,433	60,519	N
21	Transportation Accounting Specialist	40,346	50,433	60,519	N
22	Not Assigned	42,363	52,955	63,546	N
23	Aging Specialist/Contracts	44,482	55,603	66,724	N
23	Business Services Coordinator	44,482	55,603	66,724	N
23	Foster Grandparent Program Manager	44,482	55,603	66,724	N
23	Long-Term Care Ombudsman I	44,482	55,603	66,724	N
23	NEMT Lead Specialist	44,482	55,603	66,724	N
23	Senior Community Svcs Employ Prog Mgr 41,€	44,482	55,603	66,724	N
24	Aging Specialist/HPDP	46,707	58,384	70,060	N
24	Family Caregiver Specialist	46,707	58,384	70,060	N
24	Long-Term Care Ombudsman II	46,707	58,384	70,060	N
24	Planner I	46,707	58,384	70,060	N
24	Project C.A.R.E. Manager	46,707	58,384	70,060	N
24	Senior Companion Program Manager	46,707	58,384	70,060	N
25	Accounting Manager	49,042	61,303	73,564	N
25	Long-Term Care Ombudsman III	49,042	61,303	73,564	N
26	GIS Manager	51,494	64,369	77,242	N
26	Planner II	51,494	64,369	77,242	N
27	Communications and Admin Svcs Coord	54,069	67,587	81,104	N
28	Planner III	56,773	70,966	85,160	N
29	Not assigned	59,612	74,515	89,418	N
30	Not assigned	62,592	78,240	93,889	N
31	MPO Director	65,722	82,153	98,584	E
32	Mountain Mobility Manager	69,008	86,261	103,513	E
32	NEMT Manager	69,008	86,261	103,513	E
33	Not assigned	72,459	90,573	108,687	E
34	Aging and Volunteer Services Director	76,081	95,102	114,122	E
34	Economic and Community Dev. Director	76,081	95,102	114,122	E
34	Finance Director	76,081	95,102	114,122	E
34	Workforce Development Director	76,081	95,102	114,122	E
35	Not assigned	79,886	99,858	119,829	E
36	Deputy Director	83,880	104,851	125,820	E
37	Not assigned	88,075	110,094	132,112	E
38	Not assigned	92,479	115,599	138,718	E
39	Not assigned	97,103	121,379	145,655	E
40	Not assigned	101,958	127,448	152,937	E



AGENDA ITEM SUMMARY

- Item:** 4C – Staff Salary Adjustments
- Nature of Item:** Action
- Attachment(s):** Staff Salary Adjustments
- Background:** The Deputy Director position will not be replaced for the near-term and most likely, for the long-term. The roles and responsibilities of the Deputy Director position will be transitioned to other members of the Council's leadership team. The proposed title changes and salary adjustments will reflect the increased duties for each of the positions. The Council will realize savings of at least \$70,000 as a result of these personnel actions. Mountain Mobility staff salary adjustments are made possible by these transitions. Buncombe County funding for Mountain Mobility has remained stable with no increase for the past decade.
- Responsible Staff:** Nathan Ramsey, Executive Director
- Suggested Motion:** Motion to approve the staff salary adjustments as presented effective July 1, 2022. The staff listed will receive the staff COLA based on their new salary.



Land of Sky Regional Council Salary Adjustments

Name	Current Position	Pay Grade	Current Salary	Proposed Position	Proposed Pay Grade	Proposed Salary	Salary Increase
Christina Giles	Communications & Administrative Services Coordinator	27	\$70,000	Administration & Communications Director	32	\$85,000	\$15,000
Vicki Jennings	Healthy Opportunities/Mountain Mobility Manager	32	\$80,000	Strategic Initiatives Director	34	\$95,000	\$15,000
Charlie Lee		18	\$35,105		18	\$40,000	\$4,895
Sarah Marcin		18	\$32,683		18	\$35,000	\$2,317
Heather Roberts-Van Sickle		18	\$35,105		18	\$40,000	\$4,895

1. Finance

- We will add a finance software module for payroll and other accounting functions. Payroll training for staff is underway as we will transition to electronic timesheets in early July.
- FY 22/23 budget will be presented to the Executive Committee and Board of Delegates at the May 25 board meeting. The public hearing on the budget has been noticed for the June board meeting.
- We will be proposing a 7% COLA for the FY22-23 budget. The Council's indirect rate will decline for the upcoming program year, health insurance and retirement rates will increase for FY22-23.

2. Economic & Community Development & Transportation Planning

a. Grants & Reporting.

- 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>
- Congratulations to Mars Hill for their recent Rural Transformation Fund Grant – to acquire a vacant Main Street building.
- Congratulations to Brevard for receiving a Federal Lands Access Program (FLAP) grant for engineering and design for Ecusta Trail in Transylvania County.
- LOSRC staff attended a Federal Highways workshop with US Park Service staff and others to discuss opportunities for tourism traffic within Great Smoky Mountains National Park. Continued work with this group is planned to expand this discussion to US Forest Service and other areas within WNC.
- Staff attended the Legislative Day in Raleigh for the Association of Regional COGs. We met with many legislators and staff to discuss the FTZ and WNC Innovation Park.
- Staff is attending the RC2 training with Mars Hill and Rosman sponsored by NC Commerce's Rural Transformation Fund. The training is being held in Boone and remotely by Appalachian State. The towns will be identifying a vision and priorities for economic and community development.
- 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.
- 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.
- 2nd Round of DEQ grants for water/sewer infrastructure will be due in September. Please let us know if you have any projects you'd like to discuss. <https://deq.nc.gov/about/divisions/water-infrastructure/i-need-funding>
- DEQ has a round of ARPA stormwater funding due in September. Please connect with us if you'd like to discuss project ideas.

- Planning Services.
- 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.
- We have begun the roundtable discussions with Bridgeway Capital for our regional Creative Manufacturing plan. First sessions included meetings with over 20 creative manufacturing businesses in WNC and regional roundtable sessions in three communities. WNC Arts and Riverbird Consulting have created creative economic impact sheets for each of the communities.
- The WNC Innovation Park was selected as a Duke Sanford School of Public Policy's Spring Consulting Project. The staff and students presented their final project report last week and the final paper will be forthcoming. There will be several recommendations we can discuss to work toward a stronger high-tech workforce. Staff continues to seek funding for a feasibility study/strategy to develop the WNC Innovation Park with the coalition of 5 COGS, Dogwood Health Trust, WCU, Montreat College, Community College System, and many other partners. Applications have been submitted to several entities including ARC and Dogwood Health Trust.
- 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.
- 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>
- 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.
- 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.
- Staff is working with the EPA's Office of Research & Development to explore future growth scenarios for the region through 2045 based on land use, transportation, population and employment using UrbanSim. Contact Mary for more information: mary@landofsky.org
- LOS has been awarded a 205j grant to support continued development of the WNC Stormwater Program. LOSRC has launched the Regional Stormwater Services Program to support small MS4s and interested communities with stormwater management and MS4 stormwater compliance. LOSRC is hosting rain barrel workshops in several communities and developing regional educational campaigns related to stormwater management. Contact Mary for more information: mary@landofsky.org.

- LOS partnered with NC DIT and the Division of Rural Health to distribute hotspots with 12 months service, for telehealth programs in WNC. To date 130 hotspots have been distributed to programs in three counties.
- LOS is partnering with the Institute of Emerging Issues and Dogwood Health Trust to assist develop and implement Digital Inclusion Plans in WNC.
- 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. 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
- Staff are working with several communities for planning and zoning assistance including Hot Springs, Mars Hill, Montreat, Woodfin, Flat Rock, Maggie Valley, and Andrews. We are partnering with Region A staff to assist with communities in their region, and recently signed a contract with the Town of Clyde.
- 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.
- Staff continues to serve as a Steering Committee member for the statewide RISE project for NC Department of Public Safety, NC Office of Recovery and Resilience.
- The TDM Coordinator is working with Workforce, Inspire, and employers to develop a vanpool for under-resourced individuals to access job sites.
- 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.
- LOS received CMAQ funding to continue support of air quality outreach initiatives in WNC.
- Clean Vehicles has been participating in outreach events across the region including City of Asheville Parks and Recreation Truck City, Evergreen Charter School Better World Day, Careers on Wheels, Cherokee Electric Bus Ribbon Cutting.
- 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 hosted the annual broadband leadership summit with national level speakers and nearly 200 registrants on April 20, 2022.

b. Transportation Services

- MPO & RPO staff continue to work with local partners and NCDOT on project design and development.
- Staff is assisting in TAB, STIP and CTP development and Board meetings.
- RPO staff serving as NCARPO Association President, the NCARPO is the statewide organization representing Rural Transportation Planning Organizations in NC.
- RPO staff is also serving on the new NCDOT EV/Clean Energy Committee.
- RPO, MPO and ECD staff are assisting several communities write grants for transportation projects, including RAISE, FLAP, and the IJA Discretionary Funds.
- MPO and RPO staff are serving on the state's Prioritization Workgroup with other representatives from MPOs, RPOs, and NCDOT.
- The MPO is providing funding to several special studies in the region getting ready to being 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.
- The MPO is managing the Haywood County Greenway Master Plan with public meetings planned for June 6th-June 8th

- The MPO has completed corridor studies on Hendersonville Road and Tunnel Road, in cooperation with the City of Asheville, Buncombe County, and NCDOT. The Studies can be found here: <http://frenchbroadrivermpo.org/local-plans/>
- The MPO is providing funding for on-going studies at the City of Asheville, including the Close the GAP Plan, the purchase of bicycle and pedestrian counters, and the Biltmore/McDowell study.
- 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.
- MPO staff attended the NC Association of MPOs Conference in Wilmington April 20th-April 22nd and gave three presentations on studies completed throughout the region
- The MPO is considering providing an additional \$23 million in funding for projects across the region, including:
 - Ecusta Trail (US 64 to the Transylvania County Line)
 - Woodfin Greenways
 - Swannanoa Greenway
 - Riceville Road Sidewalks
 - Texas Road Pedestrian Bridge

3. Aging

American Rescue Plan Act (ARPA)

- The Area Agency on Aging staff received the final Administrative Letter from DAAS and will be notifying providers who submitted RFPs for ARPA funding.

COVID-19 Vaccine Outreach

- Staff continues to get out into the community for events such as the World Elder Abuse Awareness event in Asheville.
- Staff continues to make and distribute “swag bags” with Covid information and at-home testing kits. Senior centers in Buncombe and Henderson Counties have enjoyed these. Hoping to give them out in Madison and Transylvania Counties as well.
- Through newspaper ads, flyers, posters, and rack cards, staff has connected with around 25,000 people with Covid information within the past month.
- Through swag bags, speaking events, and tabling events staff has personally connected with around 1,000 older adults between the months of May and June.
- Staff continues to connect with other organizations and find different ways to reach older adults with Covid information.
- On June 29th staff will partner with Disability Partners, Mountain Mobility, and Buncombe County’s new mobile unit team to hold a vaccine clinic at Disability Partners offices on Leicester Highway.

Family Caregiver Support Program

- Staff is worked with an area provider to help a kinship caregiver purchase a swing set for their granddaughter who has autism
- Staff assisted with the Aging Provider Networking Event held on June 1.
- Staff did a presentation on the Family Caregiver Program with Project C.A.R.E. staff for MAHEC (Mountain Area Health Education Center) Community Health Workers, Peer Support, and Outreach Specialists.
- Staff is co-sponsoring with AARP, “Powerful Tools for Caregivers” online. This is a six-week session to assist caregivers. There are 15 participants registered for this summer session which began on the first week of June

Foster Grandparent Program

- Number of active volunteers: We have 27 volunteers are serving in-person with children ages infant to 13 years old.
- Number of volunteers waiting on paperwork, placement, etc.: 26 volunteers wait for their schools to reopen to volunteers so that they can return to service. Three potential volunteers are in the process of enrolling in the program.
- Number of active stations (schools, day cares, etc.): 7
- Number of stations waiting to sign MOU, volunteer placement, etc.: 11 of the schools, Head Start Centers, and child care centers have not yet allowed volunteers to return to service, three of which we are working to renew MOUs with.
- Recruitment efforts (press releases, presentations, etc.): Volunteer recruitment efforts are currently on pause until we have schools open to be able to place them. We are currently looking for new stations in Henderson County.
- In-service/training update: On June 14, 2022 26 Foster Grandparent volunteers attended in-person in-service training at Land of Sky Regional Council. This in-service was a time to celebrate the end of the year and the accomplishments made. Volunteers shared stories from the children they worked with this school year that will be used on our Area Agency on Aging Facebook page in the coming months.
 - Staff is seeking a presenter for the July in-service meeting to help volunteers learn more about Juneteenth.
 - Eleven Foster Grandparents are currently participating in facilitated book study of the book, *My Grandmother's Hands: Racialized Trauma and the Pathway to Mending Our Hearts and Bodies* by Resmaa Menakem. This book study has allowed us to have open conversations about Racism, Equity, and Diversity. It also aligns with the Land of Sky Regional Council focus to build on the success, sustain improvements, and gauge progress toward a more diverse, inclusive, and equitable team and workplace.

Health Promotion and Disease Prevention

- The AAA has received a grant from UNC-Asheville to expand the Living Healthy evidenced-based programs to include diabetes self-management. Staff will also work closely with Madison County to bring this program to the area, as reducing and managing diabetes is a target goal for the county.
- Staff has been screening prospective volunteer leaders for health program delivery leaders and has seen increased interest in the Living Healthy programs.
- Staff participated in the 5-County "Road-eo" event, with a volunteer leader providing Tai Chi demonstrations for transportation employees across five counties.
- Staff is working closely with Healthy Aging NC and Mission Health Partners to create a "decision tree" screening tool for NC360 referrals.
- Staff volunteered for the Generation Plus LGBTQ+ 55+ Picnic in the park on June 18.
- Staff works closely with Blue Ridge Pride, Southern Equality Studios, AARP, and Generations Plus to display art at the Raise your Voice Stonewall event on June 28. The art created results from an intergenerational project that focuses on the stories of LGBTQ+ elders.
- Staff has completed planning for WNC Falls Prevention and MAHEC to bring a September Falls Prevention conference to the region on September 9, 2022. Area Agency on Aging has secured vendor representation at the event.
- Staff and Asheville Terrace Community Health Workers continue to partner with MANNA and OLLI volunteers to bring nutrition to residents. In May, 86 bags of groceries were distributed to residents, and 326 "Neighbor Knock" visits were conducted.

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

- Adult Day Care/Health Days = 3,692
- Meals – delivered/congregate = 179,819
- In-home Aide hours = 11,504
- Legal Services hours = 1,578
- Transportation trips = 41,388
- Home Improvement Projects = 67

Money Follows the Person (MFP) Community Inclusion:

- Staff serves 37 Counties including 172 Skilled Nursing Facilities.
- Staff provided training to Mecklenburg County long-term care Medicaid social workers and support team including 24 staff members.
- Staff provided program training to Alleghany County long-term care Medicaid social workers including team supervisors and six attendees.
- Staff attended and presented webinar at Mountain Area Health Education Center virtual conference.
- Staff presented program webinar for United Health Care team meeting including 72 staff members over North Carolina.
- In-person and virtual visits to 32 skilled nursing facilities to provide support and education to staff while also assisting in the application process for Money Follows the Person.
- Staff contacted Skilled Nursing Facilities to facilitate conversations with residents who were currently working with Community Assistance Programs for the Disabled (CAP/DA) to explain the benefits of also working with Money Follows the Person.

Ombudsman Program

- Staff provided Aging Sensitivity trainings to Blue Ridge Community College CNA 1 classes
- Staff is working with Community Advisory Committees to begin discussing their possible return to visiting facilities this summer.
- Staff has Co-Chaired the Buncombe County World Elder Abuse Awareness Day Committee. The event was held at Carrier Park on June 15.
- Staff attended the Transit Road-ee in Madison County. Staff provided information and training on elder abuse awareness.

Project C.A.R.E. (Caregiver Alternatives to Running on Empty)

- Two staff members gave joint online presentation to MAHEC (Mountain Area Health Education Center) Community Health Workers and Peer Support and Outreach Specialists on Project C.A.R.E. and the Family Caregiver Support Program.

The Senior Companion Program

- Number of active volunteers: 49 active volunteers are serving with seven on leave and four volunteers left the program.
- Number of volunteers waiting on paperwork, placement, etc.: Three perspective volunteers. Staff has mounted a recruitment campaign in partnership with Council on Aging in Henderson County. In July, staff will meet in Madison County for a recruitment push, and Transylvania and Buncombe County in the later summer.
- Number of active stations: Seven active stations/agencies with a focus on Council on Aging in Henderson County with quarterly get togethers to recruit and maintain volunteers.
- In-service/training update: Staff continue monthly in-person trainings at Land of Sky Regional Council. Upcoming topics include:

June- Health Resources: Jenna Sharritis/Brea Kuykendall

July- Benefit Enrollment: Vance Goodman

August- Transportation: Vicki Jennings

- Staff continues to apply for grants to support mileage reimbursement.

4. Administration

- Danna's final day at Land of Sky Regional Council was Friday, June 17. We wish her all the best in her new role as Executive Director of Foothills Commission.
- We will not be replacing the Deputy Director position. The job responsibilities of this role have been transitioned to other Leadership Team members. Christina Giles will be assuming the HR and Equal Employment Opportunity Officer roles. Vicki Jennings will be overseeing NEMT department, INspire program, and the Council's Diversity, Equity and Inclusion (DEI) efforts. Erica Anderson will be overseeing the Foreign Trade Zone program and supporting quarterly managers meetings.
- Nathan is scheduled to make a presentation to Buncombe County Board of Commissioners on July 19 with an update about LOSRC.
- We hosted a Friday Fun Day on June 3 with a cookout to encourage staff to visit the office. I want to thank Vicki Christina and Jane for supporting this event. This event was paid for with private funds (non-Council funds).
- Asheville City Council Member and LOSRC Board Member Sandra Kilgore, Erica Anderson, Renee Boyette and Nathan attended the NC Association of Regional Councils of Governments (NCARCOG) Legislative Day on June 7 at the NC General Assembly. Most of the members of our local legislative delegation attended the reception and we visited each of their offices.
- Nathan attended the NC School of Science and Math (NCSSM) Morganton campus grand opening on June 10.
- Eight staff attended the Asheville Chamber of Commerce Annual Dinner on June 14 at the Omni Grove Park Inn.
- Over 140 people attended the ncIMPACT, UNC School of Government, NCARCOG Affordable Housing webinar on June 15 and Land of Sky hosted a breakout after the main meeting. LOSRC had the #2 highest attendance of any COG region.
- We hosted a staff Juneteenth luncheon on June 20 and we had over 35 staff attend in-person or remotely.
- We are in the final phase of planning Rebounding Stronger Summit on Tuesday, August 9, 2022 in partnership with Southwestern Commission and Federal Reserve Bank of Richmond. The summit will take place at the Cherokee Convention Center in Cherokee, NC.
- Current phase of office renovations are complete. The purpose of the renovations are to align our office space to support the Healthy Opportunities project. It has taken time for Buncombe County to secure the construction supplies and contractors for this project. The renovation is being funded by a \$400,000 grant from Dogwood Health Trust. After the August 24 board meeting we will host an open house.
- We are planning to host the Land of Sky Summer BBQ at the Town of Mills River Community Park on Friday, July 29 from 11:30 am – 2:00 pm.
- Hosted monthly LOSRC DEI and staff meetings.

5. Workforce

- Region's unemployment rate of 2.8% for April 2022, metro is tied for the #1 lowest unemployment rate in NC. Our region now has more people working, more jobs and more people in our labor force than at any time pre-pandemic.
- We received 795 complete responses and several hundred partial responses to the WNC Talent Survey covering 10-counties in Western North Carolina. The goal was 750 responses.

- The board released a Request for Proposals for WIOA Services and a Letter of Intent for Career Center One-Stop Operator. Proposals are being reviewed and recommendations will be presented to the board at the June meeting along with the proposed PY22-23 budget.
- Nathan will host an informational session regarding the NCWorks Commission proposal to consolidate Workforce Development Boards. The chairs of the county commissioners in the four-county region are the Chief Local Elected Officials (CLEOs) and ultimately whether there is consolidation in our region will be in their discretion. County officials, local economic developers and NC Department of Commerce, Division of Workforce Solutions (DWS) leadership have been invited.
- NCWorks Commission approved a framework for workforce board consolidation. The framework encourages consolidation but does not indicate how many workforce boards NC should have. A link to the memorandum is following: [NC Commerce: NCWorks Commission Draft Memorandum on Workforce Development Board System Alignment Study](#)
- Transylvania County Board of Commissioners passed a resolution opposing Workforce Board consolidation and expressing their support for the current alignment of a four-county workforce region.
- Funding for PY22-23 is less than what we anticipated, total funding for all programs was just under \$1.8 million. That amount is a reduction of over \$400,000 from the current year PY21-22 funding.
- Board staff are focused on meeting the 20% work experience mandate for our NCWorks NextGen Youth programs. Although we were very close the board failed to meet the 20% mandate last year.
- We are planning a “\$19 per Hour and Beyond” job fair on Wednesday, June 29 at the WNC Agricultural Center in Fletcher. Employer spaces have all been taken and we have a waiting list. The capacity of the space is 73 employer booths.
- We are applied for the EDA Good Jobs Challenge in partnership with Dogwood Health Trust, AB Tech and Blue Ridge Community College. The focus will be on the advanced manufacturing and healthcare sectors, the request is for \$10 million.
- We are working on the ARC WORC grant in partnership with the INspire team. Dogwood Health Trust Leverage Fund has provided a grant writer to support this application.

6. NEMT

- Our contract amount with Buncombe County Government will be unchanged for FY22-23. We appreciate the support from Buncombe County Government with this contract.
- There will be another transition of clients to managed care and we don't know with detail how this transition will impact the number of clients we are serving and the trips scheduled.
- Total trips scheduled and total trips taken have increased compared to one year ago but the total active cases have declined.

7. Mountain Mobility

- Ridership for the Black Mountain Trailblazer service grew by almost 33% from April to May. Trips increased from 360 to 479 in the 30-day period, making May the largest month for Black Mountain Trailblazer ridership in FY22. Ridership for the Enka-Candler and North Buncombe Trailblazers decreased slightly from month to month.
- Overall ridership for the month of May decreased slightly from April, becoming the third-lowest ridership month in FY22 behind January and February, respectively. While we are unsure of what has caused this decrease, we suspect an uptick in COVID cases in early May could be the reason riders chose not to use public transit.
- While we still have numerous positions to fill, our driver turnover for the period of April and May was 0%. We currently have both FT and PT vehicle operators positions to fill. Buncombe County has increased wages for the contractor to try to attract more employees.

8. Healthy Opportunities

- The contracting process is progressing, and we currently have six providers fully contracted, representing six of the 18 counties in the Pilot region. Many other systems in the region are working through the contracting process as well. We hope to have the entire region covered in the next few months.
- Referrals have been slower coming in than originally anticipated. We believe referrals will increase as physician become more familiar with the project.
- LOS has requested to add some housing services to our original contract. This will bring in more referrals and possibly add staff to the project. We are hoping for a contract amendment in the next few weeks.