



**Executive Committee
December 2, 2020
Virtual Meeting via Zoom
Land of Sky Regional Council
339 New Leicester Highway, Suite 140, Asheville, North Carolina 28806**

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. October 28, 2020 Executive Committee Meeting Minutes
- B. FY 2020/2021 Budget Amendment #4
- C. Pratt & Whitney Resolution

3. Business

- A. Transportation Demand Management Program Grant
- B. Resolution for EDA's Partnership Planning Investment
- C. Land of Sky Regional Council Employee Handbook
- D. Land of Sky Regional Council FY19-20 Audit Update
- E. Employee Holiday Bonus

4. Other Items

- A. Executive Director Report
- B. Land of Sky Regional Council Office Status
- C. COVID-19 Regional Response Effort

5. Adjournment

**Land of Sky Regional Council
Virtual Meeting via Zoom
Executive Committee
October 28, 2020**

Minutes

Land of Sky Regional Council's Executive Committee held a virtual meeting via the Zoom platform on Wednesday, October 28, 2020. Executive Committee members participating in the meeting remotely included Chair Barbara Volk, Norris Gentry, Bob Tomasulo, John Mitchell, Mike Hawkins, and Albert Gooch and Larry Harris.

Land of Sky staff participating included Nathan Ramsey, Charlotte Sullivan, Danna Stansbury, Glenda Brown, and Zia Rifkin (Recording). Land of Sky Regional Council staff attending the meeting remotely included Dee Heinmuller, Erica Anderson, Ruth Price, Tristan Winkler and LeeAnne Tucker. Land of Sky's legal counsel, Susan Russo-Klein (remote participation) was also present.

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

Business

Approval of Consent Agenda – The consent agenda composed of items A. September 23, 2020 Executive Committee minutes and B. FY 2020/21 Budget Amendment #3 was presented for approval with no modification requested.

The purpose of Budget Amendment #2 is to incorporate additional funding for the Area Agency on Aging (AAA) in the amount of \$51,320 and Workforce Development (WFD) amounting to \$50,000. The budget amendment provides \$101,320 more in estimated revenues.

Norris Gentry moved to approve the consent agenda as presented. John Mitchell seconded and the motion carried unanimously, and without further discussion.

Business

Senior Companion Program NCDOT Grant Application - 5310 Rural Grant

A public hearing is scheduled for the Senior Companion Program's NCDOT 5310 Rural Grant application. The public hearing notice was published on September 16, 2020 in the Asheville Citizen-Times. Executive Committee members have been provided with a copy of the affidavit of the public hearing notice. To date, no public comments have been received regarding the intention of Land of Sky to apply for this NCDOT funding. During the required 24-hours after the public hearing closes, if any public comments are received, those may be included in the minutes.

The Senior Companion Program is requesting \$10,277 from the North Carolina Department of Transportation through the 5310 Rural Grant. This grant requires a local match. At this time, the Pisgah Health Foundation has matched the requirement and the funding is in the FY21 LOS budget. Dee Heinmuller shared that the funding would support SCP volunteers in Madison and Transylvania Counties for mileage reimbursement to transport their seniors.

Nathan Ramsey reminded Executive Committee that due to the virtual meeting law, the vote to approve the resolution occurs at least 24-hours after the public hearing closes today. During the 24-hour waiting period, any public comments received may be included in the minutes.

The time for vote on the resolution to allow LOSRC to submit the NCDOT 5310 Rural Grant application is scheduled for Thursday, October 29, 2020 at 2:15pm. Once quorum is established for the October 29 meeting to approve the resolution, the business would be called, any discussion would occur and the vote taken.

Chair Volk opened the public hearing at 1:12pm and no comments were received from the public. Chair Volk closed the public hearing at 2:15pm.

Area Agency on Aging Update

COVID19 has significantly affected older adults, including in the LOSRC region. Land of Sky Regional Council has received significant funding (more than \$ 1.2 million) from the CARES Act to support older adults, aged60+ during this time. Previously, the State had placed restrictions on Ombudsman, preventing them from entering facilities and now, that restriction is ending, so the Ombudsman are planning to return to the long-term care facilities.

LeeAnne Tucker provided an overview on the activities of the Area Agency on Aging, in the region funded, with CARES Act monies. She shared that the two main categories the funding supports are Nutrition Programs and supportive Services Programs. Projects funded through nutrition will address the needs of older adults experiencing food insecurity due to COVID-19. To date, a total of \$599,207 has been funded to area providers. We were proud to support Madison County in their application to purchase a \$28,000 transit cargo van and \$7500 convection oven to better serve the older adults in their county.

There are also one-time grants available to organizations delivering vital support services. Applications submitted and approved include funding for legal services, social isolation prevention, Consumer Directed Services (similar to in home aide services), and volunteer recruitment and coordination.

Funds were also provided to assist with our internal aging programs, Ombudsman Program and Family Caregiver Program. The Ombudsman Program is using funds to purchased PPEs as they have begun visits to long term care facilities as of Monday of this week. They will also purchase iPads for facilities, particularly the small family care homes, to ensure that residents can connect and communicate with family members.

The Family Care Giver Support Program (FCGSP) is supporting caregivers including kinship caregivers. To best reach this audience, the AAA purchased ads on WLOS. Some of these ads were shared with the Executive Committee, showing participants in the FCGSP, who are grandparents raising their grandchildren.

Ruth Price, FCGSP Specialist, noted that the first video really summarized support available through the program. During this time, more than ever, families want to keep their family members at home rather than have to use a facility for their care. The CARES Act funding can purchase many of the items that program participants need. Virtual support groups are ongoing and some of the providers are doing wellness checks for program participants. Emergency planning is available to participants, who have contracted COVID, to assure that family members can be cared for during their sickness.

Discussion occurred about the level of response to the ads on WLOS. While it is difficult to tell, there has been an increase in people interested in the program. LeeAnne Tucker also shared that the CARES Act funding expires in February of 2021. More funding could be used in the region to support family caregivers.

Land of Sky Regional Council FY 19-20 Audit Update

On Friday, October 23, 2020 the Council's auditor, Anderson, Smith & Wike notified the Finance Director that there would be an audit finding in the Council's financial statements due to the overstatement of revenue in FY19 related to payments from the City of Asheville for paratransit services. The Council received these payments and then all of these funds were paid to Buncombe County pursuant to the Council's Mountain Mobility contract. The journal entries for these payments by the City of Asheville were entered as directed by the Council's prior external auditor. This finding will not impact the Council's operations nor will it impact any of the Council's federal or state grant programs.

Charlotte Sullivan shared that during the audit this year, the auditors noted that revenues had been overstated in the audit for the year ending June 30, 2019. The payment from last year, was posted to the current year but the auditors picked that up and put it in revenues. Since the organization has to restate its financials, this leads to a finding with the Local Government Commission (LGC) regarding the audit.

In addition, Charlotte Sullivan shared that a corrective action plan has been put in place, which includes additional training for her on the MIP system to allow more reports to be run, providing a closer examination of the organization's financials.

Nathan Ramsey shared that this journal entry was made at the recommendation of the prior auditor firm, and the correction should have been made in FY19. In retrospect, the former audit company should have corrected this issue, but because that did not happen, the current audit firm is put in the position of making a finding for the current financial statement for the year ending June 30, 2020.

Discussion occurred regarding potential consequences to this audit finding and it was noted that future grantors may ask about the finding, which would require an explanation. Nathan Ramsey shared that the current auditors are scheduled to be at the January 2021 meeting and could answer any questions then. He continued that administrative staff were not aware of this situation until the current auditor completed their field work earlier in October. Once that information was shared, the Executive Committee was notified.

John Mitchell moved to approve the corrective action plan. Albert Gooch seconded and the motion carried upon a roll call vote and without further discussion.

Land of Sky Regional Strategic Plan

Land of Sky Regional Council adopted the 2019-2021 Strategic Plan in 2019. Nathan Ramsey shared an update on progress of meeting the goals of the plan.

Nathan Ramsey shared that goals in the Strategic Plan have either been met, are in process, or being developed.

Nathan Ramsey communicated that the plan was developed pre-COVID, and it might be beneficial to survey member governments again for currently relevant input.

Nathan Ramsey shared that LOSRC is working with Erica Allison with Formation PR to develop an annual report in video format, for presentation at the December 2 meeting.

Goal 3.1- working to expand finance and administrative staffs capacity.

Goal 3.2- internal performance reviews are continuing on a monthly basis.

Goal 3.3- working on how to expense the fee-for-service menu.

Information item. No action requested.

Senior Tar Heel Legislature

The Senior Tar Heel Legislators (STHL) promotes citizen involvement and advocacy concerning aging issues before the General Assembly and assesses the legislative needs of older adults by convening a forum modeled after the North Carolina General Assembly. One delegate and one alternate represent every older adult in the state's 100-counties. The STHL meets three times a year in Raleigh. During these sessions, the group is updated on the condition of federal and state aging services programs.

LeeAnne Tucker requested that the Executive Committee appoint the following individuals, representing Transylvania County to the Senior Tar Heel Legislature: Betty Rogge- Delegate and Sandra Canty- Alternate. The delegates applied for this role through Transylvania County. With these two appointments, the slate of Senior Tar Heel Legislators would be complete for the region.

Bob Tomasulo moved to appoint Betty Rogge-Delegate and Sandra Canty- Alternate to the Senior Tar Heel Legislature, representing Transylvania County. Albert Gooch seconded and the motion carried upon a roll call vote and without further discussion.

Other Items

Executive Director Report

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

Erica Anderson, Director of Economic and Community Development shared an update on the Pratt & Whitney announcement, which could bring a \$650 Million investment to the region and develop 800 jobs over the next several years. Pratt & Whitney is a large aerospace manufacturer, with high quality jobs. Erica Anderson noted there is a lot of excitement about this project and the transportation planners have submitted a bridge project to NCDOT to assist in developing the site for Pratt & Whitney's use.

Discussion occurred about the potential opening of the facility and Erica Anderson shared that the goal is aggressive and planned for March of 2022. This is bringing a huge amount of work to the Asheville Chamber-EDC. This is also the target date for getting the bridge and the access road completed. There is also work being done to connect AB Tech to funding for the training that Pratt & Whitney would need for their workers. Nathan Ramsey shared that Clark Duncan and Dr. Deborah Wright with AB Tech are scheduled to be on the COVID call at 1pm on Thursday. He noted that this announcement brings a great benefit to the region. Clark Duncan has requested a letter of support and for staff to attend the public hearing by the Buncombe County Commissioners on November 17.

The Executive Committee reached consensus that LOSRC should endorse the Pratt & Whitney project with a letter of support and through participation in the public hearing on November 17, 2020.

Nathan Ramsey shared that LOSRC is working with Southwestern Commission to apply for \$500,000 INspire grant through the ARC. He also noted that Dr. Susan Mims has been selected as the interim executive director for Dogwood Health Trust.

Regarding the CDBG funding, the Economic & Community Development staff are working with local governments and Dogwood Health Trust to apply for this funding for each of the counties in the LOSRC region, and for municipalities that are willing and eligible to participate. Public hearings have been held in most of the jurisdictions applying for this funding.

Nathan Ramsey shared that the Board's committees should be set up by the time the General Assembly (GA) session opens in January 2021.

Land of Sky Regional Council Office Status

Nathan Ramsey shared that staff have been encouraged to telework during the early voting period from October 15-31 and for the General Election on November 3.

COVID-19 Regional Response Effort

Nathan Ramsey shared an update on the COVID-19 Regional Response effort and noted that the weekly call is tomorrow at 1pm. Anyone interested in attending may contact him for the Zoom meeting information.

Nathan Ramsey shared that weekly calls are ongoing, and he encouraged Executive Committee members to reach out with any suggestions or concerns. The goal is to support local governments during this time.

Chair Volk reminded the Executive Committee of the awards nominations contained in the meeting packet today and to get to work on making nominations.

She also noted that Representatives Chuck McGrady and Terry Van Duyn are both ending their terms with the GA. A recognition of some sort is planned by LOSRC for the region.

Recess

Chair Volk recessed the meeting, until 2:15pm on Thursday, October 29, 2020.

Land of Sky Regional Council's Executive Committee reconvened the virtual meeting via the Zoom platform on Thursday, October 29, 2020 for the purpose of calling the business item for the Senior Companion Program's NCDOT 5310 Rural Grant application, in order to approve the resolution required by the grant. Executive Committee members participating in the meeting remotely included Chair Barbara Volk, Mike Hawkins, Larry Harris, Preston Blakely, John Mitchell, and Norris Gentry.

Land of Sky staff participating in-person included Nathan Ramsey and Zia Rifkin (recording), and LeeAnne Tucker and Dee Heinmuller (remotely). Land of Sky's legal counsel, Susan Russo-Klein (remote participation) was also present.

Call to Order –Chair Volk called the meeting to order at approximately 2:15pm. The roll was called and Nathan Ramsey announced a quorum was present to conduct business.

Business

Senior Companion Program NCDOT Grant Application: 5310 Rural Grant Resolution Approval

The resolution for the NCDOT 5310 Rural Grant application, under development by Dee Heinmuller, the Senior Companion Program Coordinator, was put before the Executive Committee for consideration of approval. The resolution is required in order to submit the grant application.

Norris Gentry moved to approve the NCDOT 5310 Rural Grant resolution. Larry Harris seconded and the motion carried upon a roll call vote and without further discussion.

Adjournment

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

Respectfully submitted by Zia Rifkin

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



BUDGET AMENDMENT RESOLUTION #4

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, 2021.

SECTION I. To amend the appropriations as follows:

Area Agency on Aging	
Workforce Development	\$ 50,486
Economic & Community Development	\$37,109
General Operations	
Total Appropriations	\$ 87,595

SECTION II. It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Federal	\$ 54,486
State	
Local	\$ 33,109
Local Dues	
Private Grants, Contracts & Sponsorships	
Fees	
In-Kind	
Other	
Total Estimated Revenues	\$ 87,595

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.

Approved at the December 2, 2020 Executive Committee meeting of the Land of Sky Regional Council.

Barbara Volk, Chair

Nathan Ramsey, Attest

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



Fiscal Year → FY21
Amendment → Four

Amendment Date → 12/2/2020

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 Start
AAA - Area Agency on Aging	\$6,794,448	\$6,794,448	\$0	0.0%	0.0%
ECD - Economic and Community Development	\$4,419,377	\$4,382,268	\$37,109	0.8%	1.0%
MAWD - Workforce Development	\$2,612,445	\$2,561,959	\$50,486	2.0%	2.7%
MNG - General Operations	\$198,866	\$198,866	\$0	0.0%	0.0%
Land of Sky Regional Council	\$14,025,136	\$13,937,541	\$87,595	0.6%	18.2%

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 Start
Federal	\$9,097,110	\$9,042,624	\$54,486	0.6%	0.7%
State	\$1,780,752	\$1,780,752	\$0	0.0%	0.0%
Local	\$1,887,661	\$1,854,552	\$33,109	1.8%	1.8%
Local-Dues	\$452,129	\$452,129	\$0	0.0%	0.0%
Private	\$387,533	\$387,533	\$0	0.0%	0.0%
Other	\$149,546	\$149,546	\$0	0.0%	0.0%
In-Kind	\$110,266	\$110,266	\$0	0.0%	0.0%
Fees	\$160,139	\$160,139	\$0	0.0%	0.0%
Land of Sky Regional Council	\$14,025,136	\$13,937,541	\$87,595	0.6%	18.2%

Land of Sky Region Council
Revenue and Expenditures



FY21 Fiscal Year

Four
12/2/20

Amendment Number
Amendment Date

FY21 Budget at Start; Total for AAA	FY21 Budget at Amendment One; Total for AAA	FY21 Budget at Amendment Two; Total for AAA	FY21 Budget at Amendment Three; Total for AAA	Amendment Four; Total for AAA	FY21 Budget at Amendment Four; Total for AAA	FY21 Budget this Amendment as Percent of FY21 Budget Start
\$6,229,613	\$6,738,774	\$6,743,128	\$6,794,448	\$0	\$6,794,448	109.1%

Area Agency on Aging

AAA

Unit	Grant Number	Grant Name	FY21 Budget at Start	FY21 Budget at Amendment One	FY21 Budget at Amendment Two	FY21 Budget at Amendment Three	Amendment Four	FY21 Budget at Amendment Four	FY21 Budget this Amendment as Percent of FY21 Budget Start

Land of Sky Region Council
Revenue and Expenditures



FY21

Fiscal Year

Four
12/2/20

Amendment Number
Amendment Date

FY21 Budget at Start; Total for ECD	FY21 Budget at Amendment One; Total for ECD	FY21 Budget at Amendment Two; Total for ECD	FY21 Budget at Amendment Three; Total for ECD	FY21 Budget at Amendment Four; Total for ECD	FY21 Budget this Amendment as Percent of FY21 Budget Start
\$3,583,488	\$4,236,781	\$4,382,268	\$4,382,268	\$37,109	122.3%

ECD Economic and Community Development

Unit	Grant Number	Grant Name	FY21 Budget at Start	FY21 Budget at Amendment One	FY21 Budget at Amendment Two	FY21 Budget at Amendment Three	Amendment Four	FY21 Budget at Amendment Four	FY21 Budget this Amendment as Percent of FY21 Budget Start
ECD	447	Mars Hill Zoning T/A	\$0	\$0	\$0	\$0	\$7,757	\$7,757	--
ECD	494	Hendersonville Downtown Revitalization T/A-10/1/17-9/30	\$0	\$0	\$0	\$0	\$3,257	\$3,257	--
ECD	666	Black Mtn EDA Water & Sewer	\$0	\$0	\$6,439	\$6,439	\$10,000	\$16,439	--
ECD	811	Congestion Mitigation & Air Quality - 2/1/18-1/31/20	\$7,000	\$10,392	\$10,392	\$10,392	\$4,000	\$14,392	148%
ECD	830	Mobile Education Center	\$12,000	\$12,000	\$12,000	\$12,000	\$12,095	\$24,095	100%

Land of Sky Region Council
Revenue and Expenditures



FY21 Fiscal Year

Four Amendment Number
12/2/20 Amendment Date

MAWD Workforce Development

FY21 Budget at Start; Total for MAWD	\$1,851,271	FY21 Budget at Amendment One; Total for MAWD	\$2,411,959	FY21 Budget at Amendment Two; Total for MAWD	\$2,511,959	FY21 Budget at Amendment Three; Total for MAWD	\$2,561,959	FY21 Budget at Amendment Four; Total for MAWD	\$2,612,445	FY21 Budget this Amendment as Percent of FY21 Budget Start	138.4%
--------------------------------------	-------------	--	-------------	--	-------------	--	-------------	---	-------------	--	--------

Unit	Grant Number	Grant Name	FY21 Budget at Start	FY21 Budget at Amendment One	FY21 Budget at Amendment Two	FY21 Budget at Amendment Three	FY21 Budget at Amendment Four	FY21 Budget this Amendment as Percent of FY21 Budget Start
MAWD	210	Administration	\$162,520	\$223,112	\$223,112	\$223,112	(\$22,498)	137%
MAWD	230	Dislocated Worker	\$324,563	\$421,238	\$421,238	\$421,238	\$72,498	130%
MAWD	242	Finish Line-AB Tech	\$10,000	\$6,471	\$6,471	\$6,471	\$30,000	65%
MAWD	243	Finish Line-Blue Ridge CC	\$15,000	\$24,995	\$24,995	\$24,995	\$20,486	167%

Land of Sky Region Council
Revenue and Expenditures



FY21 Fiscal Year

Four Amendment Number
12/2/20 Amendment Date

FY21 Budget at Start; Total for MING	FY21 Budget at Amendment One; Total for MING	FY21 Budget at Amendment Two; Total for MING	FY21 Budget at Amendment Three; Total for MING	FY21 Budget at Amendment Four; Total for MING	FY21 Budget at Amendment Four; Total for MING	FY21 Budget this Amendment as Percent of FY21 Budget Start
\$198,866	\$198,866	\$198,866	\$198,866	\$0	\$198,866	100.0%

General Operations

MNG

Unit	Grant Number	Grant Name	FY21 Budget at Start	FY21 Budget at Amendment One	FY21 Budget at Amendment Two	FY21 Budget at Amendment Three	FY21 Budget at Amendment Four	FY21 Budget at Amendment Four	FY21 Budget this Amendment as Percent of FY21 Budget Start

339 New Leicester Hwy., Suite 140
Asheville, NC 28806

p 828 251 6622 | 800.727.0557
f 828 251 6353 | w landofsky.org



Resolution In Support of Pratt & Whitney

WHEREAS, Fortune 50 aerospace company Pratt & Whitney, a division of Raytheon Technologies Corporation, has announced they plan to locate a manufacturing facility in Buncombe County; and

WHEREAS, Pratt & Whitney has committed to investing at least \$650 million and hiring at least 800 workers by 2027 at an average wage of \$68,000; and

WHEREAS, Pratt & Whitney will manufacture high-tech turbine airfoils to support commercial and military aviation in Buncombe County; and

WHEREAS, Pratt & Whitney's workforce at their facility in Buncombe County will have a \$54 million annual payroll; and

WHEREAS, over the course of 12 years economists at the NC Department of Commerce estimate that this project could grow North Carolina's economy by \$7.4 billion; and

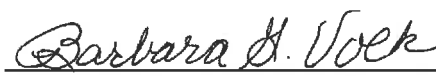
WHEREAS, the average annual wage of the Pratt & Whitney jobs is 60% higher than the region's average wage; and

WHEREAS, this project will have a positive economic benefit for Western North Carolina and specifically the Land of Sky Regional Council counties of Buncombe, Henderson, Madison and Transylvania.

NOW, THEREFORE BE IT RESOLVED BY THE Land of Sky Regional Council as follows:

1. That the Land of Sky Regional Council supports this project due to the positive economic impact on our region and
2. That this Board expresses our appreciation and support to Buncombe County Government for their efforts to support this project and.
3. That this resolution shall be effective upon its adoption.

Adopted this the 9th day of November 2020.


Honorable Barbara Volk, Chairperson
Land of Sky Regional Council



BOARD OF DELEGATES AGENDA ITEM

- Subject:** 3A - Transportation Demand Management Program Grant
- Nature of Item:** Board action requested.
- Responsible Party:** Erica Anderson, Economic & Community Development Director
- Attachment(s):** Transportation Demand Management Program Resolution
- Background:** Council is being requested to authorize LOSRC to submit and accept the annual TDM grant application to NCDOT. There was a delay in funding allocations due to the budget impacts to NCDOT for the FY2021 year.
- NCDOT has made \$47,500 available for State TDM funding for the FBRMPO region (Buncombe, Haywood, Henderson, Madison and Transylvania Counties). The local match will be provided with STP-DA funding from the FBRMPO at an equal amount, not to exceed \$50,000.
- Staff Recommendation:** Approval
- Suggested Motion(s):** Resolve that the Executive Director, or designee of Land of Sky Regional Council is hereby authorized to submit a grant application for state funding, provide the required local match, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide TDM management services and activities.

339 New Leicester Hwy., Suite 140
Asheville, NC 28806
p: 828 251 6622 | 800.727 0557
f: 828 251 6353 | w: landofsky.org



TRANSPORTATION DEMAND MANAGEMENT PROGRAM RESOLUTION

FY 2021 RESOLUTION

Applicant seeking permission to apply for Transportation Demand Management Program (TDM) funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances, and the required local match

A motion was made by _____ and seconded by _____ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation receives funds from the North Carolina General Assembly to provide assistance for TDM programs; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of TDM program services and activities;

WHEREAS, Land of Sky Regional Council hereby assures and certifies that it will comply with the state Statutes, regulations, executive orders, and all administrative requirements related to the applications made to and grants received from the North Carolina Department of Transportation;

NOW, THEREFORE, be it resolved that the Executive Director, or designee of Land of Sky Regional Council is hereby authorized to submit a grant application for state funding, provide the required local match, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide TDM management services and activities.

I, _____, _____, do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Land of Sky Regional Council duly held on the ____ day of _____.

Signature of Certifying Official

***Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me (date) _____

*Notary Public **

Seal

Printed name and address

My commission expires (date) _____



COUNCIL AGENDA ITEM

- Subject:** 3B - Resolution for EDA's Partnership Planning Investment
- Nature of Item:** Board action requested.
- Responsible Party:** Erica Anderson, Economic & Community Development Director
- Attachment(s):** Resolution – EDA
- Background:** One of Land of Sky's responsibilities is to serve as the Economic Development District (EDD) for the region and develop the regional Comprehensive Economic Development Strategy (CEDS). The CEDS is revised every 5 years and reported on annually. Implementation of the CEDS is the primary function of the EDD; as well as assistance developing priority projects, providing technical assistance, and identifying opportunities in regional resilience. We apply for and have received \$210,000 every three years to administer these programs. There is a cost share of an additional \$210,000 in cash and in-kind to leverage this federal investment.
- Staff Recommendation:** Approve
- Suggested Motion(s):** Resolve to authorize and support the submission and acceptance of award of the *Partnership Planning Investment* application to the U.S. Department of Commerce, Economic Development Administration.

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 Submittal and Acceptance of Award of the
Economic Development District's Partnership Planning Investment
by the Economic Development Administration

WHEREAS the purpose of an Economic Development District is to sustain a regional planning process by which jobs are created, more resilient and diversified economies are fostered, and living conditions are improved; and,

WHEREAS the 2025 Comprehensive Economic Development Strategy (CEDs) was developed and adopted through the annual update process and is a reporting requirement of the U.S. Department of Commerce, Economic Development Administration that a CEDs annual report or a revised/updated CEDs be submitted yearly; and,

WHEREAS Land of Sky Regional Council facilitates partnerships throughout the region to address CEDs priorities, grow regional economic development, and achieve resilient communities as an Economic Development District and to develop projects that qualify for assistance under the public works, economic adjustment, and planning programs of the U. S. Department of Commerce, Economic Development Administration; and,

WHEREAS Land of Sky Regional Council has developed the Partnership Planning Investment application to continue providing assistance to the region as an Economic Development District in partnership with the U. S. Department of Commerce, Economic Development Administration.

NOW, THEREFORE, BE IT RESOLVED THAT: Land of Sky Regional Council does hereby authorize and support the submission and acceptance of award of the *Partnership Planning Investment* application to the U.S. Department of Commerce, Economic Development Administration.

Adopted by Land of Sky Regional Council on December 2, 2020.

Witness:

Mayor Barbara Volk, Board Chair

Attest:

Mr. Nathan Ramsey, Executive Director



BOARD OF DELEGATES AGENDA ITEM

- Item Number:** 3C – Land of Sky Regional Council Employee Handbook/Manual
- Nature of Item:** Action Requested
- Attachment(s):** Land of Sky Regional Council Employee Handbook/Manual
- Background:** For the past several months, Admin staff have been working on the final changes to the updated Council Policy Manual/Handbook. The edits include all suggestions from the Council attorney. Staff recommends approval of updated document.
- Responsible Staff:** Nathan Ramsey, Executive Director and Danna Stansbury, Deputy Director
- Suggested Motion:** To approve the Council Manual as a living document.



BOARD OF DELEGATES AGENDA ITEM

- Item Number:** 3D – Land of Sky Regional Council FY 19-20 Audit Update
- Nature of Item:** No action required.
- Attachment(s):** N/A
- Background:** Anderson Smith & Wike PA will present the Council's audit at the January 27, 2021 board meeting. Charlotte will provide an update to the Executive Committee about the audit.
- Responsible Staff:** Charlotte Sullivan, Finance Director
- Suggested Motion:** N/A.



BOARD OF DELEGATES AGENDA ITEM

- Item Number:** 3E – Land of Sky Regional Council Holiday Bonus
- Nature of Item:** Board action requested.
- Attachment(s):** Holiday Bonus Memorandum
- Background:** Council annually awards a holiday bonus of staff based on longevity based on the schedule as listed in the attached memorandum.
- Responsible Staff:** Nathan Ramsey, Executive Director
- Suggested Motion:** Motion to approve the staff holiday bonus as presented.

MEMORANDUM

TO: Executive Committee
FROM: Nathan Ramsey, Executive Director
DATE: December 2, 2020

SUBJECT: Holiday Bonus

The Council has paid holiday bonuses given out near Christmas for many years. In 1991, a progressive system was established to determine the amount of bonus for each employee based on his or her years of service as follows:

Less than 3 years	\$ 50.00
3 years but less than 5	\$ 75.00
5 years +	\$100.00

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 2020 would cost the Council approximately \$4,619.54 (\$4,025.00 plus employee FICA of \$333.27 and employer FICA of \$333.27).

For others who serve the Council directly, monetary gifts (checks paid through accounts payable) will 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.	\$ 50.00
Tracy Wahl	Brownfields Program	\$ 50.00
Leslie Clay	Maintenance	\$ 50.00
Derrick Edwards	Workforce	\$ 50.00
Julia Costa	Aging	\$ 50.00
Edward Jones	Aging	\$ 50.00
Jim Meyer	Aging	\$ 50.00
Sierra Thomas	Aging	\$ 50.00
TOTAL		\$400.00

Recommendation: Approval

Staff Responsible: Nathan Ramsey

Land of Sky Regional Council
Executive Director Report
Respectfully submitted by Nathan Ramsey
December 2, 2020

1. Economic & Community Development/Transportation
 - a. ECD
 - Welcomed Scott Adams – Regional Planner, to the Team as the Zoning Administrator for Montreat and planner for Land of Sky.
 - Regional Air Quality Press Conference was held Oct. 30 via Webex.
 - Received \$22,250 grant from DHT for broadband survey marketing support for Land of Sky and Southwestern Commission.
 - Submitted technical assistance applications for EDA and ARC totaling \$316,538 in requests.
 - Submitted CDBG-Infrastructure grant application for the City of Brevard.
 - Completed and submitted the regional Housing Analysis and Plan to HUD for the City of Asheville.
 - Assisted submit several GREAT broadband applications on behalf of our region and providers.
 - Working with local governments, Dogwood Health Trust to apply for CDBG-CV grants for each of our counties and for municipalities that are willing and eligible to participate.
 - Providing support for the regional (five counties) Chambers of Commerce leadership group effort to assist small businesses.
 - Submitted multiple competitive grants to EDA, ARC, FEMA, and DEQ, including reshoring manufacturing focused on the outdoor gear sector in collaboration with Southwestern Commission and High Country Council of Governments.
 - Waste Reduction Partners has been hosting webinars on COVID-19 reaching over 500 participants.
 - Partnering with the AAA team to assist administer the CARES Act funds.
 - Submitted a \$160,000 grant application to the FEMA BRIC program through NCDPS in partnership with several entities.
 - Initiating the WNC Stormwater Partnership for training, education, and stormwater inventories for member governments.
 - Partnering with the Chambers of Commerce, Small Business Support Agencies, nonprofits, and economic developers to assist small businesses through COVID-19 impacts.
 - Partnering with EDA, NCORR, Rural Center, COGS, and others to build a framework for Resilience and Recovery.
 - Facilitating the Regional Solid Waste Managers Forum and Recycling Program.
 - Contracting with several towns for zoning and mapping assistance including Flat Rock and Montreat.
 - Working with regional partners to identify Affordable/Workforce Housing opportunities for short-mid term solutions.

- Developing a regional Housing Analysis and Plan in partnership with the Asheville Housing Consortium.
- Developing a CDBG-I application for sewer extension in Brevard.

b. Transportation

- The 2045 Metropolitan Transportation Plan (MTP), was approved by the MPO Board in September, 2020
- The Hellbender Regional Trail Plan, was approved by the MPO Board in September, 2020
- Assisted Haywood County with the development of an RFQ for urban transit services
- Held several design-based virtual public workshops for the Hendersonville Road Corridor Study
- Working on the Tunnel Road Corridor Study
- Contracted with the Town of Waynesville and Henderson County to conduct Greenway Feasibility Studies
- Continuing to work with the City of Asheville on the Close the GAP Plan (Greenways, ADA, and Pedestrian)
- In progress to program \$27,400,000 in Surface Transportation Block Grant funds to member governments from FY 22 - FY 26
- Kicked-off the Regional Transit Feasibility Study
- Submitted highway, transit, and bike/ped projects from around the region for the Statewide Prioritization Process

2. Workforce Development

- Annual recognition event will be Tuesday, December 1 at 11:00 am. This year's event will be virtual. The event recognizes outstanding employers, job seekers, youth and workforce partners in our region.
- Land of Sky Education and Workforce Collaborative work groups have started with target areas of Enhance Pre-K and Early Childhood Education, Improve Student Success Rates in K12 Education, Create A Seamless Transition to Postsecondary Education, Align Educational Objectives and Outcomes to Desired Employee Competencies and Policy and Funding Needs to Achieve Goal. This project is funded by the John M Belk Endowment and is the first regional effort to meet the my Future NC postsecondary credential attainment effort.
- Applied for \$100,000 in funding from the NC Department of Commerce to provide training/education for dislocated workers to support Pratt & Whitney and other advanced manufacturing firms in the region.
- Applied for \$75,000 in funding from the NC Department of Commerce to support business services dislocated workers.
- Working to finalize contracts with Madison County and Transylvania County for the \$75,000 grant from the NC Department of Commerce for temporary employment of dislocated workers to support COVID-19 contact tracing in Madison and Transylvania Counties.

- Received \$55,000 to provide student support for the Finish Line Grant program at AB Tech and Blue Ridge Community College. Also received \$40,000 to assist the community colleges with outreach and administration of this program.
- Submitted an application for \$500,000 ARC INspire grant, Dogwood Health Trust will match this grant 1:1 if successful so the potential project could be \$1,000,000. The grant will support recovery to work in the eleven counties served by MAWDB and Southwestern WDB. Dogwood Health Trust is providing a professional grant writer to support this project.
- Partnership with the Asheville Area Chamber of Commerce for a virtual job fair platform that can be utilized on an unlimited basis by our region's NCWorks Career Centers and the Board.
- Providing ongoing support for many employers who are downsizing or furloughing workers as well as many dislocated workers.
- Supporting incumbent worker training with Business Accelerator Grants at Atlas Precision Plastics, Astral Buoyancy Company, Advanced Superabrasives Inc., Metropolitan Medical and Daniels Graphics.
- Working on a partnership with MANNA Food Bank to distribute NCWorks packets to reach individuals who may be dislocated workers or those searching for employment and training opportunities.
- Held forum with local school systems and employers on disconnected youth and homeless students.

3. Administration

- Continuing to host weekly COVID19 calls on Thursday at 1:00 pm, next call on Thursday, December 3 will feature NC Treasurer Dale Folwell.
- We have extended VC3 contract by six months and we anticipate announcing the decision soon to select a vendor in response to our Managed IT Services RFP.
- The Council office large conference room will be an Early Voting location from October 15 – October 31. We are limiting staff presence in the office during this time. No significant issues have arisen as a result of our office being utilized as an early voting location. We will also be an Election Day voting location.
- Exploring the possibility of hosting a "Foreign Trade Zone" (FTZ) for our region.
- Diversity, Equity & Inclusion committee is meeting biweekly with support from Craft HR Solutions. Two executive committee members (Bob Tomasulo and Mike Hawkins) are part of this committee. The committee is focused on staff training, external outreach, review of our personnel policy and employee handbook, hiring practices among other efforts. One goal of this effort is by 2022 our staff will reflect the diversity of our region.
- We have contracted with Leslie Anderson to offer collective impact training to staff and we have invited the staff at Southwestern Commission to join us as space allows. The training will be on January 14 and January 15.
- We contracted with Erica Allison at Formation PR to assist LOSRC in preparing a video annual report that will be released at the December 2 meeting.
- Monthly staff evaluations are in process following the tool developed with the assistance of Craft HR Solutions.

- Danna held new employee orientation meetings for new staff members
- Danna and Charlotte are working on our FEMA reimbursement request to recover expenses incurred due to COVID19
- Weekly COVID-19 response calls have been averaging between 35 – 130 participants.
- Supporting staff telework needs and many virtual meetings.
- Hosted multiple meetings on behalf of the NC Association of Regional Council of Governments (NC ARCOG).
- Working with Susan Russo Klein on moving forward with the LOSRC nonprofit “Friends of LOSRC“ .
- Working with the five Chambers of Commerce in Buncombe, Haywood, Henderson, Madison and Transylvania Counties. The chambers would like to retain an outside firm to review the strategic plans of the chambers and local governments to determine areas of agreement for potential focus. LOSRC will assist in securing funding to support this effort.

4. Area Agency on Aging

Project C.A.R.E. (Caregiver Alternatives to Running on Empty): Project C.A.R.E. services are being provided as usual with the exception that no in-person visits with caregivers are taking place. Respite funds are being distributed to previously enrolled clients and to new clients. Enrolled clients are receiving care consultation services. Callers are receiving information, assistance and referral services and in some cases being added to the waiting list for respite funds/care consultation.

\$30,000 (64% of the total amount allocated by the state for regions A, B, and C) has been distributed to 47 caregivers needing respite in Regions A, B, and C, and approximately half (\$14,976) has been utilized. Of the 47 caregivers receiving respite funds, 25 are in the Land of Sky region; 11 are in each of the adjoining regions.

- Half of the currently enrolled caregivers are new to the program as of this fiscal year.
- 35 caregivers are on the above-mentioned waiting list.
- In addition to the 47 caregivers receiving respite funds, several more have enrolled for consultation services only.
- The North Carolina Respite Care Coalition is providing additional funds for caregiver respite to Project C.A.R.E. statewide; approximately \$18,000 will be distributed in the Western P.C. region by the Project C.A.R.E. Family Consultant

Long Term Care Ombudsman Program: Ombudsmen were recently provided regulations regarding re-entering long term care facilities. Both indoor and outdoor visits are allowed within certain written guidelines. Even with the visits that are allowed, the Ombudsman are continuing to advocate for residents through phone calls, email and video calls. Ombudsmen are also in contact with facility staff to provide information, support and review of new regulations.

Ombudsmen are staying up-to-date on facility regulations around COVID-19 by attending numerous meetings. The State Ombudsman Office holds biweekly meetings for all NC Ombudsmen, and on alternate weeks, the North Carolina Ombudsman Members meet to discuss pertinent issues. The Ombudsman program is also holding virtual meetings to discuss issues around COVID-19 and how various states are handling the pandemic.

The Community Advisory Committee (CAC) is now able to hold virtual committee meetings with training. However, the CAC is not yet allowed to enter the long term facilities.

Personal Protective Equipment (PPE) have been ordered through the CARES Act Funding. The Ombudsman Program is in the process of distributing the Kindle Fire Tablets which were purchased from the CARES Act. The tablets are for Family Care Homes as well non-corporate Adult Care Homes in order to assist with tele-therapy as well as virtual visits with family and friends.

One Aging Sensitivity class has been scheduled for December and will be provided to Blue Ridge Community College nursing assistant students in Henderson County.

Health Promotion/Disease Prevention: Virtual Health Promotion Programs have served approximately 70 residents in our region since July 1, 2020. We have also lead the way for the state and offering full session series (20 sessions) of Tai Chi for arthritis and falls prevention via Zoom and are currently registering participants for our 3rd Tai Chi offering.

Home and Community Care Block Grant Funding: Below are stats for services provided thus far in FY20:

<u>Adult Day Care/Health</u>	<u>Meals</u>	<u>In- Home Aide</u>	<u>Legal</u>	<u>Transportation/Trip s</u>
1,837	43,932	9,258	311	11,858

Staff began the steps of FY21 monitoring by creating the monitoring schedule for providers. Monitoring will be accomplished by staff this year with minimal contact and observing social distancing guidelines. Providers will have an option of either a facility visit where staff will be sequestered into a predetermined space with the needed files or they have the option to securely digitally transfer files to staff for me to perform a desk

review. These options will be dependent on the program I will be monitoring and if they require a full programmatic monitoring.

The Foster Grandparent Program (FGP) hired Haylee Johnson as the FGP Support Specialist position to assist with recruitment in Transylvania, Madison, and Henderson Counties. Haylee began her position officially on November 10 and will be working with FGP part-time until the end of June. Welcome Haylee!

FGP volunteers were mailed Thanksgiving cards, each with a packet of cider, as a small token to let them know they are thought of and appreciated.

Senior Companion Program: Volunteers are entering the last month of temporary stipends. This has been in place since April 2020. AmeriCorps Senior has allowed an average number of hours to be paid at \$3.00 an hour to volunteers. In January 2021, we will no longer be allowed to offer this temporary stipend and we will be offering a re-entry plan to our volunteers as allowed by North Carolina Department of Health and Human Services. The Covid-19 environment is difficult to navigate with our vulnerable populations.

The Senior Companion Program has applied and submitted a 5310 transportation grant to the North Carolina Department of Transportation and will hear in August 2021 if it has been awarded. This grant would support reimbursement mileage that our volunteers travel to support their clients in rural areas. The Senior Companion Program is in the application process for two more grants. One is with AmeriCorps Senior for support in safe engagement of the volunteers and their clients during the pandemic. The other is a 5310 transportation grant through the city of Asheville. This would mirror the transportation grant to support mileage reimbursement but with volunteers to travel in urban areas.

The Senior Companion Program is still on pause. Currently there are three new applications for becoming a Senior Companion Volunteer. The SCP Manager, Dee Heinmuller, and Support Specialist, Kathy Maney, are working on safely creating a training program. There are 34 registrations for new clients and they are being held until the Senior Companion Program is “open” again.

Staff is busy watching over volunteers, connecting with them, and giving support. Social isolation is of great concern. Monthly phone calls and check-ins have been helpful. Clients are being supported with daily to weekly phone calls and support services as needed.

Family Caregiver Support Program:

- Completed Harnessing Tech to Connect Series – 263 people viewed live event. Series will continue to be available on Facebook and You Tube.

- Powerful Tools for Caregivers Had Largest Class to Date – 7 regular attendees for 6 sessions.
- Family Caregiver Program represented on caregiver panel for Buncombe Aging Services Alliance.
- Intern Edward Jones presented the webinar session on “Telehealth” as part of the Tech to Connect webinar series. He is also working with staff to develop the Amazon Kindle Fire for kinship caregivers.

5. Mountain Mobility

- The Administrative offices received \$5,000 in CARES Act funding to combat social isolation in senior adults in Buncombe County. We’ll be sending monthly CARE packages to our most vulnerable/isolated seniors beginning in January 2021.
- The Enka-Candler Trailblazer continues to show strong ridership despite the COVID-19 pandemic. Trips grew more than 15% from September to October. We saw growth in other areas as well including medical trips for seniors, which was up almost 9% from September.

6. NEMT

- Nathan met with Philip Hardin with Buncombe County Government to discuss operations for FY21-22 with Medicaid Transformation. There is significant uncertainty at the state level and LOSRC will be prepared to support Buncombe County as needed.

7. Finance

- Charlotte attended MIP training (accounting software) on November 5, 2020. This session covered report set-up. Additional training will be scheduled after the holidays.
- Arranged a conference call with Bob Lloyd (Federal Grant Consultant). New regulations on procurement, contracts, and facility usage have been implemented.
- Continue to work with external auditors to complete the FY20 audit. LGC bumped up the audit deadline. Originally we had hoped to finish up by the normal deadline of October 30 – but since this is the first year for Anderson, Smith and Wike to audit Land of Sky they are making sure they have covered everything and understand all our grants, etc.
- UNC Asheville management and accounting student will join the finance team spring 2021 as an intern.