



**Executive Committee
April 28, 2021
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. March 24, 2021 Executive Committee Meeting Minutes
- B. April 14, 2021 Executive Committee Special Meeting Closed Session Minutes – not subject to public release due to NCGS 160A-168
- C. Year to Date (YTD) Financial Report

3. Business

- A. AAA Staff Bonus
- B. TDM Resolution
- C. Local Dues Presentation
- D. ARC INspire Grant staff positions
- E. State Legislation Regarding Single-Family Zoning Districts
- F. Executive Director Compensation

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
March 24, 2021**

Minutes

Land of Sky Regional Council's Executive Committee held a virtual meeting via the Zoom platform on Wednesday, March 24, 2021. Executive Committee members participating in the meeting remotely included Chair Barbara Volk, Albert Gooch, Bob Tomasulo, Preston Blakely, Larry Harris, and Norris Gentry and John Mitchell; constituting a quorum.

Land of Sky staff participating onsite included Nathan Ramsey, Danna Stansbury, Vicki Jennings, Christina Giles (Zoom Host), and Zia Rifkin (Minutes). Land of Sky Regional Council staff attending the meeting remotely included LeeAnne Tucker, Tristan Winkler, and Erica Anderson. Land of Sky's legal counsel; Susan Russo-Klein was also present through remote participation

Call to Order –Chair Volk called the meeting to order at approximately 11:07am.

Approval of Consent Agenda – The consent agenda composed of items A. February 24, 2021 Executive Committee minutes; and B. FY 2020/21 Budget Amendment #7; and c. Year to date (YTD) Financial Report was presented for approval with no modification requested.

The purpose of Budget Amendment #7 is to incorporate additional funding for the Area Agency on Aging (AAA) in the amount of \$244 and Economic, and Community Development (ECD) for \$148,677. The budget amendment provides an additional \$148,921 in estimated revenues for FY21.

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

Business

Request from NC Senator Julie Mayfield

NC Senator Julie Mayfield has requested a resolution from Council in support of Senate Bill 179. This legislation would grant the City of Asheville the authority to enact a sales tax for public transit subject to voter approval. Buncombe County currently has this authority but the City of Asheville does not.

Discussion occurred regarding whether or not LOSRC should issue a resolution in support of Senate Bill 179. Tristan Winkler shared that the bill is aimed at expanding the amount of revenue that is available for the ART system which operates within the boundaries of the City of Asheville. The legislation is in committee currently, but its outcome is unknown at this time. Tristan Winkler also informed the Executive Committee about the Regional Transit Study that the FBRMPO is currently conducting. He noted that a regional transit authority would required authorization from the General Assembly. The goal of the regional transit study is to examine a regional commuting option for the workforce, for individuals accessing services and for other reasons. Mayor Harris shared that Executive Committee shouldn't make this decision without taking it to the Board of Delegates. He noted that this is a political request and a City of Asheville issue. He encouraged Senator Mayfield to address the full Board and for Senator Edwards to provide a counterpoint.

John Mitchell shared that it is not really the purview of the LOSRC Board to take up this issue. Norris Gentry concurred and shared that the Board should be careful how this issue is handled. Mayor Harris suggested providing the Board with

a presentation on this topic, without requesting action. Mayor Volk communicated that the legislative priorities, approved at the February meeting and the letter sent to the General Assembly called for support for public transit and she encouraged that the Board consider taking action. Preston Blakely shared that Executive Committee members and Delegates could take this issue back to their jurisdictions, but he discouraged the Regional Board from passing a resolution in support of SB179. Norris Gentry concurred that it was up to local jurisdictions to take up this topic, but he also communicated that the Regional Board should receive a presentation.

The consensus of the Executive Committee was that this is a regional issue, which should be heard by the Board.

Norris Gentry moved to have a presentation at the April Regional Board meeting regarding SB 179 from Julie Mayfield and Senator Edwards (or other representative opposing the legislation). Larry Harris seconded the motion, which carried upon a roll call vote and without further discussion..

Nominating Committee Report

The LOSRC Nominating Committee was appointed pursuant to the Bylaws and Charter at the February meeting. Nominating Committee members included Bill Lapsley, Commission Chairman, Henderson County, Terri Wells, Commissioner, Buncombe County and George Morosani, Economic Development Representative – Buncombe County.

After careful consideration, the Nominating Committee reports their slate of Officers/Executive Committee members as follows for the term of service July 1, 2021 through June 30, 2022:

Chair: Barbara Volk, Hendersonville (Henderson)

Vice-Chair: Patrick Fitzsimmons, Weaverville (Buncombe)

Secretary: Maureen Copelof, Brevard (Transylvania)

Treasurer: Norris Gentry, Madison County

County Delegate: Matthew Wechtel, Madison County

Municipal Delegate: Albert Gooch, Flat Rock (Henderson)

Past Chair Delegate: Larry B. Harris, Black Mountain (Buncombe)

Minority Representative Delegate: Preston Blakely, Fletcher (Henderson)

Aging/Volunteer Services Representative: Bob Tomasulo, Regional Aging Advisory Committee

Appreciation was expressed by the Executive Committee for John Mitchell's invaluable service for the past few years.

Information item. The Board of Delegates has responsibility for the selection and approval of Officers/Executive Committee members.

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 highlighted that the organization is working with local governments to assist with the funding they are slated to receive through the American Recovery Act. He noted that there may be additional opportunities for LOSRC to support local jurisdictions as these funds are deployed.

Nathan Ramsey mentioned that Henderson County Manager Steve Wyatt has announced his retirement and he wondered if it would be possible to provide Mr. Wyatt with special recognition from LOSRC, as the Manager has been one of the longest-serving managers in the region.

Larry Harris moved to authorize the Executive Director to arrange for the proper recognitions for Manager Wyatt at an upcoming Board of Delegates meeting, which received a second and was approved upon a roll call vote.

Nathan Ramsey shared that LOSRC anticipates receiving additional funding through the American Recovery Act.

Discussion occurred regarding the shortage of nurses in the region and Mayor Harris recused himself from any discussion or participation in this matter as he serves on the Mission Board.

Susan Russo-Klein reported that effective June 1, Chatham Mills will have no insurance coverage and she requested to send a letter regarding the breach by April 1, allowing 60 days to remedy the situation. Nathan Ramsey clarified that Chatham Mills is the Brownfield funding recipient that has not paid back the money they received through the loan program.

COVID-19 Regional Response Effort

Nathan Ramsey shared that the monthly COVID-19 virtual meeting would be held tomorrow, Thursday, March 25 at 1pm.

Land of Sky Regional Council Office Status

Nathan Ramsey shared that the office remains closed to the public and staff are encouraged to telework as much as possible, but they may come to the office as necessary with permission from their supervisor. The goal is to keep everyone safe and healthy. It is beginning to look like the office might open to the public around May/June, but that is subject to change depending on the environment. Staff recognizes that going forward, a remote meeting option will be available for all meetings. He reminded the Executive Committee that the Dogwood Room (large conference room) recently had an audio/visual upgrade.

Closed Session pursuant to NCGS 143-318.11(a)(6)

John Mitchell moved to enter closed session for the purpose of discussing the Executive Director's annual evaluation. Bob Tomasulo seconded and the Executive Committee entered closed session..

Adjournment

Chair Volk adjourned the meeting upon returning to open session, as there was no further business.

Respectfully submitted by Zia Rifkin

Land-of-Sky Regional Council
Statement of Revenues and Expenditures by Period
From 7/1/2020 Through 3/31/2021

	7/1/2020 - 7/31/2020	8/1/2020 - 8/31/2020	9/1/2020 - 9/30/2020	10/1/2020 - 10/31/2020	11/1/2020 - 11/30/2020	12/1/2020 - 12/31/2020
Revenues						
Federal	72,162.33	344,705.63	222,621.05	432,707.17	354,983.77	1,165,841.90
State	0.00	0.00	6,190.00	8,094.00	0.00	14,319.00
Local	156,181.95	86,102.84	245,329.55	(33,385.87)	319,740.25	245,148.96
Private	247,081.68	190.00	460.00	(1,544.00)	49,410.00	141,635.00
InKind	0.00	0.00	48,901.33	999.42	799.54	11,198.15
Fees	13,169.55	550.00	6,197.85	18,387.23	1,113.15	198,329.15
RLF Loan payments received	18,981.70	0.00	0.00	0.00	0.00	0.00
Rents Received	832.70	416.35	0.00	832.70	416.35	416.35
Interest	45.79	24.86	12.25	7.33	5.70	6.44
RLF Interest earned	247.77	0.00	0.00	0.00	0.00	0.00
Total Revenues	508,703.47	431,989.68	529,712.03	426,097.98	726,468.76	1,776,894.95
Expenditures						
Salary & Vacation						
Direct Salaries	84,635.69	131,927.83	141,693.20	210,037.83	144,001.53	143,899.06
Bonus	0.00	0.00	3,000.00	0.00	0.00	0.00
Direct, Offsite Salaries/Wages	1,564.06	2,891.21	2,484.40	3,673.02	2,979.31	3,311.61
Indirect Salaries	24,412.44	32,502.49	30,089.80	43,425.52	30,067.14	30,841.13
Holiday Bonus	0.00	0.00	0.00	0.00	0.00	4,358.27
Accrued Vacation	11,697.50	11,846.19	11,866.57	12,087.62	11,985.22	11,971.64
Total Salary & Vacation	122,309.69	179,167.72	189,133.97	269,223.99	189,033.20	194,381.71
All Fringe Expense						
Fringe Benefits	47,273.01	58,973.14	62,042.63	70,612.96	54,898.83	57,249.58
Fringe - acc. vac.	4,386.27	4,437.71	4,453.43	4,195.46	4,155.37	4,151.17
Total All Fringe Expense	51,659.28	63,410.85	66,496.06	74,808.42	59,054.20	61,400.75
All Other Expenses						
Telephone & Postage	2,187.11	4,136.56	4,601.49	3,893.39	6,594.40	5,764.45
Leased Postage System	55.66	0.00	542.79	0.00	0.00	542.79
Technology	687.50	450.00	1,075.00	450.00	687.50	925.00
Virtual Network	11,729.02	0.00	24,169.12	12,061.02	0.00	25,344.28
Travel - Staff	24.51	343.30	468.65	637.55	532.34	1,333.48
Maintenance & Repairs	629.50	74.00	83.17	1,569.36	262.16	1,954.90
Cleaning Services	1,913.75	1,913.75	3,133.75	1,913.75	1,913.75	1,913.75
Cleaning Supplies	53.92	131.76	93.56	50.29	164.47	0.00
Leased Equipment	4,246.84	2,123.42	2,363.10	2,232.11	1,684.54	5,680.96

Land-of-Sky Regional Council

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Utilities - Electric	0.00	817.95	705.00	702.03	732.78	660.81
Utilities - HVAC	701.19	374.33	405.27	414.46	521.25	1,250.67
Copier Costs/Paper	607.41	467.26	410.54	480.99	113.68	199.34
Training	(1,005.00)	250.00	607.00	1,398.95	654.00	970.50
General Office Supplies	462.07	201.00	2,392.96	483.52	(282.85)	83.47
Grant Supplies	0.00	701.42	9,900.27	6,651.77	3,172.97	6,536.06
Contractual	0.00	53,414.77	9,750.00	25,802.50	2,657.50	20,755.00
Dues & Subscriptions	2,602.88	2,519.27	7,582.39	3,367.13	6,258.32	6,577.47
Insurance	11,406.80	0.00	0.00	0.00	0.00	0.00
Miscellaneous	1,107.48	11,599.07	2,160.29	23,826.76	1,695.14	6,527.64
Printing	0.00	0.00	0.00	557.02	0.00	5,000.00
Advertising	2.00	308.00	0.00	671.32	451.00	2,568.60
Legal Fees	0.00	3,177.35	0.00	2,700.00	2,643.75	0.00
Indirect Costs	53,253.71	78,493.78	84,302.39	120,496.86	81,935.89	69,374.02
Subcontract/Passthrough	15,892.20	280,664.47	390,088.28	370,687.52	514,094.52	643,527.99
Pass-Thru Participant Training	1,590.00	5,402.53	13,178.67	29,635.30	23,317.43	5,650.90
Indirect	(53,253.68)	(78,493.78)	(84,302.39)	(120,496.86)	(81,935.89)	(69,374.02)
InKind	0.00	0.00	14,300.08	999.42	799.54	11,198.15
Total All Other Expenses	54,894.87	369,070.21	488,011.38	491,186.16	568,668.19	754,966.21
Total Expenditures	228,863.84	611,648.78	743,641.41	835,218.57	816,755.59	1,010,748.67
Cash Balance	279,839.63	(179,659.10)	(213,929.38)	(409,120.59)	(90,286.83)	766,146.28

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Bonus	0.00	0.00	3,000.00	0.00	0.00	0.00
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Indirect Salaries	24,412.44	32,502.49	30,089.80	43,425.52	30,067.14	30,841.13
Holiday Bonus	0.00	0.00	0.00	0.00	0.00	4,358.27
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Total Salary & Vacation	122,309.69	179,167.72	189,133.97	269,223.99	189,033.20	194,381.71
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Fringe Benefits	47,273.01	58,973.14	62,042.63	70,612.96	54,898.83	57,249.58
Fringe - acc. vac.	4,386.27	4,437.71	4,453.43	4,195.46	4,155.37	4,151.17
Total All Fringe Expense	51,659.28	63,410.85	66,496.06	74,808.42	59,054.20	61,400.75
All Other Expenses						
Telephone & Postage	2,187.11	4,136.56	4,601.49	3,893.39	6,594.40	5,764.45
Leased Postage System	55.66	0.00	542.79	0.00	0.00	542.79
Technology	687.50	450.00	1,075.00	450.00	687.50	925.00
Virtual Network	11,729.02	0.00	24,169.12	12,061.02	0.00	25,344.28
Travel - Staff	24.51	343.30	468.65	637.55	532.34	1,333.48
Maintenance & Repairs	629.50	74.00	83.17	1,569.36	262.16	1,954.90
Cleaning Services	1,913.75	1,913.75	3,133.75	1,913.75	1,913.75	1,913.75
Cleaning Supplies	53.92	131.76	93.56	50.29	164.47	0.00
Leased Equipment	4,246.84	2,123.42	2,363.10	2,232.11	1,684.54	5,680.96

Land-of-Sky Regional Council
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1/1/2021 - 1/31/2021	2/1/2021 - 2/28/2021	3/1/2021 - 3/31/2021	Total
711,432.32	739,086.99	807,128.44	4,850,669.60
3,705.00	13,333.84	54,898.74	100,540.58
161,849.76	257,353.78	143,090.38	1,581,411.60
45,895.00	10,205.00	8,980.00	502,312.68
1,099.37	14,477.27	0.00	77,475.08
(125,267.49)	43,085.42	67,322.08	222,886.94
0.00	0.00	0.00	18,981.70
416.35	416.35	416.35	4,163.50
6.44	5.83	6.45	121.09
0.00	0.00	0.00	247.77
<u>799,136.75</u>	<u>1,077,964.48</u>	<u>1,081,842.44</u>	<u>7,358,810.54</u>
126,793.11	148,646.44	154,538.64	1,286,173.33
0.00	0.00	0.00	3,000.00
12,068.88	13,584.04	7,856.11	50,412.64
28,727.69	24,738.04	24,314.65	269,118.90
0.00	1,570.06	0.00	5,928.33
14,095.07	12,427.70	12,530.92	110,508.43
<u>181,684.75</u>	<u>200,966.28</u>	<u>199,240.32</u>	<u>1,725,141.63</u>
53,808.25	59,584.64	59,729.80	524,172.84
4,893.18	4,294.26	4,330.12	39,296.97
<u>58,701.43</u>	<u>63,878.90</u>	<u>64,059.92</u>	<u>563,469.81</u>
3,346.14	5,817.47	6,295.89	42,636.90
0.00	0.00	542.79	1,684.03
450.00	925.00	4,544.00	10,194.00
12,685.38	0.00	28,833.88	114,822.70
381.87	34.50	4.76	3,760.96
362.09	6,830.32	1,203.69	12,969.19
1,838.75	1,913.75	1,913.75	18,368.75
140.64	33.32	29.80	697.76
<u>3,552.96</u>	<u>1,514.46</u>	<u>5,591.46</u>	<u>28,989.85</u>

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Dues & Subscriptions	2,602.88	2,519.27	7,582.39	3,367.13	6,258.32	6,577.47
Insurance	11,406.80	0.00	0.00	0.00	0.00	0.00
Miscellaneous	1,107.48	11,599.07	2,160.29	23,826.76	1,695.14	6,527.64
Printing	0.00	0.00	0.00	557.02	0.00	5,000.00
Advertising	2.00	308.00	0.00	671.32	451.00	2,568.60
Legal Fees	0.00	3,177.35	0.00	2,700.00	2,643.75	0.00
Indirect Costs	53,253.71	78,493.78	84,302.39	120,496.86	81,935.89	69,374.02
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Land-of-Sky Regional Council
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1/1/2021 - 1/31/2021	2/1/2021 - 2/28/2021	3/1/2021 - 3/31/2021	Total
670.15	620.72	620.72	5,530.16
410.65	1,125.29	1,126.68	6,329.79
1,006.08	421.85	370.81	4,077.96
3,942.33	1,580.00	1,880.00	10,277.78
834.20	287.93	1,180.57	5,642.87
3,967.39	3,258.16	1,467.84	35,655.88
42,761.37	9,254.31	9,459.50	173,854.95
538.82	1,854.61	3,112.11	34,413.00
0.00	0.00	0.00	11,406.80
1,658.61	3,413.08	868.68	52,856.75
0.00	0.00	0.00	5,557.02
431.50	9,188.00	1,138.00	14,758.42
2,475.00	1,406.25	4,268.75	16,671.10
78,164.42	89,606.88	89,998.52	745,626.47
454,769.75	435,518.11	576,791.00	3,682,033.84
7,783.17	21,435.72	23,872.29	131,866.01
(78,164.42)	(89,606.88)	(89,998.52)	(745,626.44)
1,099.37	1,377.82	0.00	29,774.38
545,106.22	507,810.67	675,116.97	4,454,830.88
785,492.40	772,655.85	938,417.21	6,743,442.32
13,644.35	305,308.63	143,425.23	615,368.22



AGENDA ITEM SUMMARY

Item: 3A - Proposed Bonus for Aging Staff

Nature of Item: Action

Attachment(s): None

Background: Land of Sky Regional Council received over \$1.5 million in federal aging funds in May of 2020 (CARES Act and Families First Act). Zack Schmitt, Aging Specialist, took on the responsibility of administering these funds in addition to his regularly duties. He is responsible for administering the contracts as well as providing technical assistance and monitoring for over 50 providers.

Edward Jones, Masters in Social Work Intern from Western Carolina University, worked 32 hours/week in the fall semester of 2020 and through the spring semester of 2021. His work has been invaluable during the pandemic and has provided excellent support to aging staff. Projects included:

- Researched and developed a document on how residents in long-term care facilities can vote absentee.
- Created document for annual MAHEC Geriatric Conference containing regional programs to combat social isolation in 27 western counties.
- Wrote documents for Kinship Caregiver Kindle Fire Program to help caregiver stay connected during the pandemic.
- Developed and conducted Client Survey for Project C.A.R.E. (Caregiver Alternatives to Running on Empty). Documented findings of surveys.
- Participated in the Technology Planning Committee that developed & put on two webinar series to help inform caregivers on the use of technology.
- Worked on a CNA (Certified Nursing Assistant) Advocacy Project.

It is proposed to award a one time bonus of \$1000 to Zack Schmitt and \$500 to Edward Jones. Funding for these bonuses will come from the AAA Planning and Administration budget.

Responsible Staff: Nathan Ramsey, Executive Director, and LeeAnne Tucker, Area Agency on Aging Director

Suggested Motion: Motion to approve the one-time bonus to Area Agency on Aging Staff as presented.



AGENDA ITEM SUMMARY

- Item:** 3B – Transportation Demand Management (TDM) Resolution
- Nature of Item:** Action
- Attachment(s):** TDM Resolution
- Background:** Council is being requested to authorize LOSRC to submit and accept the annual TDM grant application to NCDOT for the FY2022 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 STBG-DA funding from the FBRMPO at an equal amount, not to exceed \$50,000
- Responsible Staff:** Erica Anderson, Director, Economic & Community Development, Land of Sky Regional Council and Tristan Winkler, Director, French Broad Metropolitan Planning Organization (FBRMPO)
- Suggested Motion:** Motion to approve the Transportation Demand Management (TDM) resolution, submit the 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..

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TRANSPORTATION DEMAND MANAGEMENT PROGRAM RESOLUTION

FY 2022 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) _____



AGENDA ITEM SUMMARY

- Item:** 3C – Local Dues Presentation
- Nature of Item:** Information
- Attachment(s):** Local Dues Revenues and Expenditures
- Background:** Land of Sky Regional Council receives \$221,759 in local dues from our member governments. \$133,798 of the local dues are utilized for the Aging, EDA and ARC matches. That number will increase to about \$150,000 in FY21-22. Local dues have not been increased since 2007. The purpose of this presentation is to provide a better understanding of local dues are utilized and how local dues assessments are calculated.
- Responsible Staff:** Nathan Ramsey, Executive Director and Charlotte Sullivan, Finance Director
- Suggested Motion:** No action required.



Member Government Assessments -- FY 20/21

Member Government	FY 20/21				FY 19/20		
	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	\$37,177	\$37,177	19.0%		\$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	\$0	\$0	0.0%		\$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	\$12,501	\$14,188
Brevard	\$3,806	\$3,806	2.0%		\$3,806	\$3,606	
Rosman	\$245	\$245	0.1%		\$245	\$245	
Haywood County	\$3,107	\$0	0.0%	\$3,107	\$3,107	\$0	\$3,107
Totals	\$221,759	\$195,165	100.0%	\$26,594	\$221,759	\$194,964	\$26,594

Projected Use of Member Government Assessments			
Grant #	Program	Dues	Purpose
410	Local Funding	\$14,348	Participation in Regular activities not supported by grants
		\$13,545	Membership dues
		\$9,750	Council meetings and other LOSRC-sponsored events
		\$5,700	Annual Dinner and Annual Report
		\$4,000	Holiday bonuses
		\$10,024	Match for future grants and any changes to indirect
		\$4,000	Travel and training
		\$61,367	
490/491	ARC - LDD Admin	\$79,038	Match for activities supporting ARC goals
431	EDA Planning Grant	\$35,000	Match for regional economic development planning grant
510	Aging - Plan & Admin	\$19,760	Match for planning programs of Area Agency on Aging
	Regular Assessment	\$195,165	
900	Rural Aging Org.	\$26,594	Match for DOT funding, allocation per capita
	Total	\$221,759	

Land of Sky Regional Council

Actual Revenues & Expenditures for FYE June 30, 2020

Revenue **\$ 77,124.81**

Revenue includes reimbursements for N-95 Mask Purchased by Land of Sky and distributed to Local Governments and other regional agencies.

Expenditures:

Direct Salaries	595.70
Holiday Bonus	4,196.00
Accrued Vacation:	
Any adjustments to accrued vacation for all departments is charged to local	10,990.13
Fringe Benefits	534.65
Fringes - Accrued Vacation	4,642.28
Telephone & Postage	456.12
Travel	12,779.96
Training	150.00
Office Supplies	12.03
Dues & Subscriptions	2,250.00
Web Space	25.19
Miscellaneous-- Includes Purchase of Masks	16,771.33
Coffee Service	1,195.58
Holiday Meeting	1,113.39
Meetings - Food	3,797.56
Open House	5,450.51
Sponsor (ARC)	500.00
Legal Fees - This is for 501-C	2,106.25

Land of Sky Regional Council

Banking Fees

187.96

Total Expenditures

\$ 67,754.64



AGENDA ITEM SUMMARY

- Item:** 3D – WNC Recovery to Career: A Collective Impact Ecosystem
- Nature of Item:** Action.
- Attachment(s):** Job Descriptions for Positions Funded by “WNC Recovery to Career: A Collective Impact System”, Project Executive Summary, Project Narrative and Project Budget.
- Background:** Land of Sky Regional Council will receive over \$1,000,000 to support “WNC Recovery to Career: A Collective Impact System” from the Appalachian Regional Commission (ARC) through their INspire grant, Dogwood Health Trust and Mountain Area Health Education Center (MAHEC). This three-year project will cover 11 counties and it is a partnership between Land of Sky Regional Council and Southwestern Commission. Dogwood Health Trust will match the ARC contribution \$1:\$1. This project will fund five positions and these positions will be with Land of Sky Regional Council. The Council will receive 10% administrative rate to help cover the administration of this project. A budget amendment will be on the agenda at the May meeting to accept these funds.
- Responsible Staff:** Nathan Ramsey, Executive Director
- Suggested Motion:** Motion to accept these funds and approve the positions as consistent with the Land of Sky Regional Council Pay and Classification Study.

MEMORANDUM

TO: Executive Committee
FROM: Nathan Ramsey, Executive Director
DATE: April 28, 2021

SUBJECT: ARC INspire “WNC Recovery To Careers” positions

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

Position	Proposed	Grade
Project Coordinator*	\$55,000	24
Project Liaison*	\$42,000	19
Peer Support Specialist*	\$37,440	17

*Positions do not currently exist.

Staff Recommendation: Approve the staff reclassifications as proposed.



INspire Project Coordinator

Department: Mountain Area Workforce Development

Reports to: Executive Director of Land of Sky Regional Council/Director of Mountain Area Workforce Development Board

General Statement of Duties

Under general direction and supervision of the Executive Director of Land of Sky Regional Council/Director of the Mountain Area Workforce Development Board, the INspire Project Coordinator oversees the administration and project delivery of the INspire Recovery to Work project, referred to as "WNC Recovery to Career". The INspire Recovery to Work project is a \$1.0+ million, three-year initiative funded by Appalachian Regional Commission (ARC), Dogwood Health Trust (DHT) and Mountain Area Health Education Center (MAHEC). This position oversees the staff for the INspire Recovery to Work project, oversee financial and program mandates and compliance. This project will assist individuals with substance use disorders connect with employment, education and training while maintaining sobriety. Performs other duties as required.

Distinguishing Features

Provides oversight, direction and supervision of the positions for the INspire Recovery to Work project. The positions subject to oversight, direction and supervision in this project include the Project Liaison (1) and the Peer Support Specialists (3). This position will work closely with NC Department of Health & Human Services, VAYA Health and MAHEC to ensure the project's goals are met. This position will work closely with the Finance Director and Executive Director of Land of Sky Regional Council to ensure grant compliance include program and financial accountability. This position will serve as the leading point of contact between employers, substance use disorder providers, human service agencies and partners within the Recover Ecosystem of Western North Carolina covering 11 counties in the Southwestern Commission and Land of Sky regions.

Responsible for submitting any required reports and updates with ARC, DHT, MAHEC and other organizations as directed.

Responsible for meeting the goal of WNC Recovery to Career of 200 individuals enrolled and meeting all of the goals of the project. The position will ensure the Advisory Council and all of the subcommittees are established and active during this project. The position will lead a Collective Impact approach to this effort. This includes convening regional leaders, businesses, and program leaders to encourage them to come together in a series of workshops that will educate the partners about substance use disorders and encourage them to participate fully in the proposed ecosystem.

Position will work with an independent consultant to develop the "WNC Recovery to Career Program Playbook". The Playbook will clearly describe the ecosystem's agreed-upon policies and procedures, and reflect the culture and economic environment of the communities being served.

The INspire Project Coordinator will work closely with the Southwestern Workforce Development Board, Mountain Area Workforce Development Board, NCWorks Career Centers, community colleges and other educational institutions, nonprofits and others to provide effective support and services to the individuals served by this project.

The INspire Project Coordinator will set up the committees and subcommittees as required by the ARC grant application for the establishment of a Recovery to Work Ecosystem in the 11 county region identified above.

Duties and Responsibilities

Duties and Tasks

- Provides oversight to all operations and programs of "WNC Recovery to Career".
- Oversees, supervises and provides direction to the staff identified in "WNC Recovery to Career".
- Establishes, supports and provides necessary direction to the Advisory Council and subcommittees.
- Prepare written reports and financial reports as required.
- Prepare spreadsheets as required and tracking.
- Perform monitoring, report recommendations and needed corrective action procedures to promote accuracy and operational efficiency.
- Make public presentations and represent Land of Sky Regional Council at meetings and conferences in the business community.



INspire Project Coordinator

- Develop and maintain effective working relationships with federal, state and local officials and employers in the community.
- Develop an effective working relationship with employers, educators, workforce partners and the media and manage relations with them through multiple communication platforms including a regular podcast focused on the project.
- Consult with the Executive Director at Land of Sky Regional Council on decisions of important consequence that may affect financial obligations or business/organizational/public relations and keep the Executive Director and partners informed about program progress or issues.
- Exercise initiative, creativity and independent judgment carefully in managing projects.

Additional Job Duties

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

Knowledge, Skills, and Abilities

- Knowledge of ARC, DHT, and MAHEC grant requirements.
- Knowledge of the recovery ecosystem and Certified Peer Support Specialists.
- Considerable knowledge of the service delivery agencies in the region.
- Ability to manage a multitude of programs.
- Ability to plan for effective programs and services.
- Ability to establish and maintain effective working relationships with a variety of diverse constituent groups.
- Ability to develop and manage budgets.
- Ability to plan and manage time.
- Ability to apply program guidelines to program activities.
- Ability to work with a variety of different agencies including for-profit, non-profit and governmental.
- Ability to supervise staff housed in different locations.
-

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 highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.

Physical Requirements

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

Working Conditions

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

Desirable Education and Experience

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



INspire Project Coordinator

Special Requirements

- Possession of a valid NC driver's license.



INspire Project Liaison

Department: Mountain Area Workforce Development
Reports to: INspire Project Coordinator

General Statement of Duties

Under general direction and supervision of the INspire Project Coordinator, the INspire Project Liaison oversees the administration and project delivery of the INspire Recovery to Work project, referred to as “WNC Recovery to Career” with a focus on the seven counties in the Southwestern Commission region. The INspire Recovery to Work project is a \$1.0+ million, three-year initiative funded by Appalachian Regional Commission (ARC), Dogwood Health Trust (DHT) and Mountain Area Health Education Center (MAHEC). This project will assist individuals with substance use disorders connect with employment, education and training while maintaining sobriety. Performs other duties as required.

Distinguishing Features

Provides oversight, direction and supervision of the positions for the INspire Recovery to Work project. Focusing on the seven more western counties in the Southwestern Commission region, the Project Liaison will support the Project Coordinator and ensure full implementation of all aspects of the program. In addition to program operations, the Project Liaison will be the primary contact for multiple community coalitions and service providers. With these interactions, the Liaison will play a key role to ensure the integrity of the program, while also gaining insight into new resources and potential barriers to success. This position will work closely with the Finance Director and Executive Director of Land of Sky Regional Council to ensure grant compliance include program and financial accountability.

Responsible for submitting any required reports and updates with ARC, DHT, MAHEC and other organizations as directed.

Responsible for supporting the Project Coordinator in meeting the goal of WNC Recovery to Career of 200 individuals enrolled and meeting all of the goals of the project. The position will also support the Project Coordinator to ensure the Advisory Council and all of the subcommittees are established and active during this project. The position will lead a Collective Impact approach to this effort. This includes convening regional leaders, businesses, and program leaders to encourage them to come together in a series of workshops that will educate the partners about substance use disorders and encourage them to participate fully in the proposed ecosystem.

The INspire Project Liaison will work closely with the Southwestern Workforce Development Board, Mountain Area Workforce Development Board, NCWorks Career Centers, community colleges and other educational institutions, nonprofits and others to provide effective support and services to the individuals served by this project with a special focus on the seven most western counties.

The INspire Project Liaison will support the Project Coordinator to set up the committees and subcommittees as required by the ARC grant application for the establishment of a Recovery to Work Ecosystem in the 11 county region identified above.

Duties and Responsibilities

Duties and Tasks

- Provides oversight support to the Project Coordinator to all operations and programs of “WNC Recovery to Career”.
- In collaboration with the Project Coordinator establishes, supports and provides necessary direction to the Advisory Council and subcommittees.
- Prepare written reports and financial reports as required.
- Prepare spreadsheets as required and tracking.
- Perform monitoring, report recommendations and needed corrective action procedures to promote accuracy and operational efficiency.
- As directed by the Project Coordinator, make public presentations and represent Land of Sky Regional Council at meetings and conferences in the business community.
- In collaboration with the Project Coordinator, develop and maintain effective working relationships with federal, state and local officials and employers in the community.
- In collaboration with the Project Coordinator, develop an effective working relationship with employers, educators, workforce partners and the media and manage relations with them through multiple communication platforms.



INspire Project Liaison

- Consult with the Project Coordinator on decisions of important consequence that may affect financial obligations or business/organizational/public relations and keep the Project Coordinator and partners informed about program progress or issues.
- Exercise initiative, creativity and independent judgment carefully in managing projects.

Additional Job Duties

- Other related duties as directed by the Project Coordinator.

Knowledge, Skills, and Abilities

- Knowledge of ARC, DHT, and MAHEC grant requirements.
- Knowledge of the recovery ecosystem and Certified Peer Support Specialists.
- Considerable knowledge of the service delivery agencies in the region.
- Ability to manage a multitude of programs.
- Ability to plan for effective programs and services.
- Ability to establish and maintain effective working relationships with a variety of diverse constituent groups.
- Ability to develop and manage budgets.
- Ability to plan and manage time.
- Ability to apply program guidelines to program activities.
- Ability to work with a variety of different agencies including for-profit, non-profit and governmental.
- Ability to supervise staff housed in different locations.
-

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 highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.

Physical Requirements

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

Working Conditions

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

Desirable Education and Experience

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

Special Requirements

- Possession of a valid NC driver's license.



INspire Peer Support Specialist

Department: Mountain Area Workforce Development
Reports to: INspire Project Coordinator

General Statement of Duties

Under general direction and supervision of the INspire Project Coordinator, the INspire Peer Support Specialist will guide participants across multi-sector services through increased understanding and knowledge of the available resources provided as part of “WNC Recovery to Career” with a focus on the eleven counties in Western North Carolina. The INspire Recovery to Work “WNC Recovery to Career” project is a \$1.0+ million, three-year initiative funded by Appalachian Regional Commission (ARC), Dogwood Health Trust (DHT) and Mountain Area Health Education Center (MAHEC). This project will assist individuals with substance use disorders connect with employment, education and training while maintaining sobriety. Performs other duties as required.

Distinguishing Features

Provides case management and peer support recovery services to participants in the INspire “WNC Recovery to Career” project. INspire Peer Support Specialists will guide participants across multi-sector services through increased understanding and knowledge of the available resources provided to individuals with substance use disorders. For the “WNC Recovery to Career” ecosystem, Certified Career Support Specialists (CPSS) will be cross trained as Career Development Facilitators, a credential offered through NCWorks. This training will then be shared with the support of committed partners VAYA Health and MAHEC who are leading healthcare trainers in the region. INspire Peer Support Specialist will also focus on ensuring equal support for all counties, as well as for the demographic and economic diversity that is seen in the 11 counties served in the Southwestern Commission and Land of Sky Regional Council regions.

Responsible for submitting any required reports and updates with ARC, DHT, MAHEC and other organizations as directed.

Responsible for supporting the Project Coordinator and Project Liaison in meeting the goal of WNC Recovery to Career of 200 individuals enrolled and meeting all of the goals of the project. The position will also support the Project Coordinator and Project Liaison to ensure the Advisory Council and all of the subcommittees are established and active during this project. The position will support a Collective Impact approach led by the Project Coordinator and Project Liaison to this effort. This includes convening regional leaders, businesses, and program leaders to encourage them to come together in a series of workshops that will educate the partners about substance use disorders and encourage them to participate fully in the proposed ecosystem.

The INspire Peer Support Specialist will work closely with the Southwestern Workforce Development Board, Mountain Area Workforce Development Board, NCWorks Career Centers, community colleges and other educational institutions, nonprofits and others to provide effective support and services to the individuals served by this project with a special focus on the seven most western counties.

The INspire Peer Support Specialist will support the Project Coordinator and the Project Liaison to set up the committees and subcommittees as required by the ARC grant application for the establishment of a Recovery to Work Ecosystem in the 11 county region identified above.

Duties and Responsibilities

Duties and Tasks

- Provides oversight support to the Project Coordinator and Project Liaison to all operations and programs of “WNC Recovery to Career”.
- In collaboration with the Project Coordinator and Project Liaison establishes, supports and provides necessary direction to the Advisory Council and subcommittees.
- Provides intensive case management to participants enrolled in “WNC Recovery to Career” supporting these individuals with substance use disorders connect with employment, education, training, healthcare and other needed services.
- Prepare written reports and financial reports as required.
- Prepare spreadsheets as required and tracking.
- Perform monitoring, report recommendations and needed corrective action procedures to promote accuracy and operational efficiency.
- As directed by the Project Coordinator, make public presentations and represent Land of Sky Regional Council at meetings and conferences in the business community and larger community.

INspire Peer Support Specialist

- In collaboration with the Project Coordinator and Project Liaison, develop and maintain effective working relationships with federal, state and local officials and employers in the community.
- In collaboration with the Project Coordinator and Project Liaison, develop an effective working relationship with employers, educators, workforce partners and the media and manage relations with them through multiple communication platforms.
- Consult with the Project Coordinator and Project Liaison on decisions of important consequence that may affect financial obligations or business/organizational/public relations and keep the Project Coordinator, Project Liaison and partners informed about program progress or issues.
- Exercise initiative, creativity and independent judgment carefully in managing projects.

Additional Job Duties

- Other related duties as directed by the Project Coordinator.

Knowledge, Skills, and Abilities

- Knowledge of ARC, DHT, and MAHEC grant requirements.
- Knowledge of the recovery ecosystem and Certified Peer Support Specialists.
- Knowledge of career and educational advising.
- Considerable knowledge of the service delivery agencies in the region.
- Ability to manage a multitude of programs.
- Ability to plan for effective programs and services.
- Ability to establish and maintain effective working relationships with a variety of diverse constituent groups.
- Ability to develop and manage budgets.
- Ability to plan and manage time.
- Ability to apply program guidelines to program activities.
- Ability to work with a variety of different agencies including for-profit, non-profit and governmental.
- Ability to supervise staff housed in different locations.
-

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 highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.

Physical Requirements

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

Working Conditions

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



INspire Peer Support Specialist

Desirable Education and Experience

- Certified Peer Support Specialist designation along with graduation from a two year college or university with a degree in human services, business administration or public administration and/or considerable experience in recovery from substance use disorders, supporting former offenders and expertise with workforce development; or an equivalent combination of education and experience.
- Shall obtain Global Career Development Facilitator (GCDF) designation through NCWorks or other provider as soon as possible after employment begins.

Special Requirements

- Possession of a valid NC driver's license.

Executive Summary

Title: **WNC Recovery to Career: A Collective Impact Ecosystem**
 Applicant: **Land of Sky Regional Council**
 ARC Request: **\$475,015** Grant Type: **Implementation Grant**
 Goal/Strategy: **ARC Strategic Goal 2: Ready Workforce: Improve the education, knowledge, skills, and health of residents to work and succeed in Appalachia.**

List Partners:

- **Community Organizations-** WNC Opioid Response Consortium, CARE Coalition, Coalition for Safe and Drug Free, Madison Substance Awareness, Healthy Haywood, HopeRx; RHA;
- **Educational Institutions and Training Programs-** Community Colleges: AB Tech, Blue Ridge, Haywood, Southwest, Tri-County; NC Works; Fox Management;
- **Regional Health and Behavioral Health Providers-** Appalachian Mountain Community Health Centers; Vaya Health; RHA Health Services; MAHEC Family Health; WNC Healthy Impact.
- **Business Employers and Business Associations-** Workforce Development Boards; Asheville Chamber of Commerce; Mountain West Partnership; Regional Employers;
- **Social Services/ Wrap Around Service Providers-** NC Department of Health NCCARES 360; United Way NC 211; Sunrise Community; Umoja Health Wellness and Justice; No Wrong Door; Recovery to Work; Grace Extended Ministries; Community Action Opportunities;
- **Referrals-** RHA, October Road, Family Preservation, Mountain View, First Step; Reentry Council;

Congressional District(s): **NC11** State Contact: **Olivia Collier was consulted on multiple occasions**

State: **NC** Counties impacted: **Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Swain, Transylvania**

Amount	% of Total Project Costs	Source
ARC		INSPIRE Initiative
Foundation		Dogwood Trust
Social Service Match		MAHEC

• **Project Summary**

Across all areas of the project, this project will support the innovative new strategies for cross-county resource sharing. ARC funding will support development of a recovery to work ecosystem infrastructure that: (1) responds to identified needs; (2) builds upon the success of providers, agencies, and business organizations to create pathways to work and sustainable employment for participants; (3) establishes solid partnerships to help individuals navigate while gaining training and/or work; and (4) paves the way for scalability of WNC Recovery to Career to other areas across Appalachia.

Proposed elements for *WNC Recovery to Career* focus on building collaboration and resource sharing across the two regions, assuring participants are job-ready and securing employment. These elements meet participant and business needs including: Increased service coordination across counties and communities; Increased access to direct service recovery resources; Addressing resource needs for wrap-around services; Building relationships with employers and Expanding resources available to the recovery ecosystem.

BUDGET NARRATIVE

Overview:

The total budget for the Land of Sky Regional Council submission for the Investments Supporting Partnerships in Recovery Ecosystems (INSPIRE) Initiative is \$1,026,553 of which the Federal ARC portion is budgeted at \$474,805 over a three-year timeframe. The remaining funds are matching funds from the Dogwood Trust (\$459,090) and MAHEC (\$92,658). Letters from both agencies describing their commitment are included in this proposal.

Below is a breakdown of how funding will be spent with narrative describing the category and funding patterns. In terms of forecasted needs, it was determined to that the amount requested would remain consistent. The cost for the Playbook and other items scheduled for the first year would counterbalance the increase in client services, supplies and travel. The only exception would be a 20% reduction in the first payment of the first year because of the delay in salary and fringe benefits during the hiring process.

Personnel:

- (1) FTE Project Coordinator- The Project Coordinator will serve as the leader of the program staff and oversee the management and trainings of Peer Support Specialists. This person will be based out of Land of Sky and work with partners to lead development for key program protocols including referral, enrollment in education and wrap around services services and placement. The Coordinator will also serve as advocate in the community and network and recruit members of advisory board and its subcommittees.

@ \$55,000 annually x 3 years = \$165,000

- (1) FTE Project Liaison- Focusing on the seven more western counties, the Project Liaison will support the Project Coordinator and ensure full implementation of all aspects of the program. In addition to program operations, the Project Liaison will be the primary contact for multiple community coalitions and services providers. With these interactions, the Liaison will play a key role in ensure the integrity of the program, while also gaining insight into new resources and potentially barriers to success.

@ \$42,000 each annually = \$42,000 x 3 years = \$126,000

- (2) FTE Peer Support Specialists will guide participants across multi-sector services through increased understanding and knowledge of the available resources provided. For this ecosystem, CPSSs will be cross trained as Career Development Facilitators, a credential offered through NC Works. This training will then be shared with the support of committed partners VAYA and MAHEC, who are leading trainers in the region. These specialists will also focus on ensuring equal support for all counties, as well as for the demographic and economic diversity that is seen in the 11 regions served.

@ \$37,440 x 3 each annually = \$112,320 x 3 years= \$336,960

- ARC Grant= \$280,800
- MAHEC= \$56,160

TOTAL SALARY= \$627,960

Fringe Benefits:

Fringe benefits are calculated at 40% salaries for the FTE Project Coordinator and FTE Project and 30% for Peer Support Specialists. These costs include

- (1) FTE Project Coordinator
@ \$22,000 annually x 3 years = \$66,000
- (2) FTE Project Liaisons
@ \$16,800 annually x 3 years = \$50,400
- (3) FTE Peer Support Specialists
@11,232 \$ x3 each annually = \$33,696 x 3 years= \$101,088
 - ARC Grant= \$84,240
 - MAHEC= \$16,848

TOTAL FRINGE BENEFITS= \$217,488

Travel:

Travel for personnel to meet with clients and providers is set 1,500 miles for 4 staff focused on the eastern and central counties totaling 6,000 miles. A greater allotment of 1,800 miles is provided for the more expansive for the two staff in the western counties totaling 3,600 miles. These amounts will account for the large number of visits and travel that will occur between meetings with clients, service providers and partners. Mileage is set at \$.575 for a total of \$5,520/year and \$16,560 over the 3-year period.

Supplies/ Office Costs:

A good portion of operating costs will be covered through the support provided by the two lead entities and support agencies. These staff members are joining well established teams, but a majority will share office space and equipment. Office supplies needed for the additional work provided are calculated at \$2,100/year to include:

- A multi-drawer filing cabinet with security lock for personnel and financial records
- Printer toner, pens, paper and other items needed for record keeping and client support
- Postage and other mailing costs required for correspondence

With the staff being remote with client and partner meetings for a large portion of their time, an invest will be made for six field computers. These computers will have these baseline capacities:

- Processor (CPU) equivalent to Intel Core i5
- Microsoft Windows 10 Operating System
- Memory 8 GM RAM/ Storage 550 GB internal drive

These are budgeted to cost @ \$1,100 each = \$6,600. Combined the total cost is set at \$12,900.

Contractual:

A consultant will be selected and contracted to develop and write Policy and Program Playbook for the project to document operations of the project and thereby ensure clear recovery ecosystem structure, to document communications strategies, include descriptions and contact information for all partners and important stakeholders, chart responsibilities, and illustrate/articulate pathways from services to education/training, and the workplace. To be prepared in Year 1 at a one-time expense @ \$16,000.

Client Support Funding:

In order to address key barriers to sustainability, a dedicated fund will be established to cover wrap-around services including transportation, child care, Internet hook-up, work attire, and other essentials to prepare for work. This amount is expected to be matched by community partners and is a targeted goal for additional fundraising by partners in the ecosystem. The initial amount is set at \$16,500 a year. x 3 years= \$49,500.

Indirect Costs:

Indirect costs are calculated at the de minimis rate of 10% of total direct costs.

Matching Share:

As part of this grant, each applicant is required to demonstrate a matching share. For this grant, that share is in the form of direct support from The Dogwood Health Trust and MAHEC Family Services. As outlined in their letter of intent, The Dogwood Health Trust will cover 45% of the cost of this grant with cash support. MAHEC, outlined in their letter of intent, have agreed to pay for all costs associated with .5 FTE Peer Support Specialist. After consultation with our state director it was determined to meet the need for our region. Additional resources can be attributed through in-kind and additional partner support, if required.

Sustainability

To ensure sustainability for the process after this timeframe a couple of key initiatives and strategies will be integrated. The first strategy will be the continuous search for funding to support both partners providing services, as well as for the key personnel that will serve as the backbone for the collective impact model. Funding from Local, State and Federal sources (a list of opportunities is being cultivated) will both be integrated and pursued, as will funding from private foundations. The level of interest that this project generated (as evidenced by the support provided, partners engaged and letters of intent received) indicate that interest in this approach and core clientele are high.

Second, the initiative will ensure that no long-term liabilities that will last beyond the timeframe of the grant. All staff will be on contract with a clear understanding of a necessary transition if there is required a different model of service. Funding will focus on developing the infrastructure and relationships for immediate impact and cooperation between partners. No capital outlay will occur for construction of other expenses beyond the period of this grant. Finally, as the model develops, new models for continuing service and integrating new partners and support will allow flexibility to ensure that the work and impact continues.

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.ARC INSPIRE	Leave Blank	\$	\$	\$ 474,805.00	\$ 551,748.00	\$ 1,026,553.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 474,805.00	\$ 551,748.00	\$ 1,026,553.00

SECTION B - BUDGET CATEGORIES					
Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) ARC	(2)	(3)	(4)	
a. Personnel	\$ 305,913.00	\$	\$	\$	\$ 305,913.00
b. Fringe Benefits	107,342.00				107,342.00
c. Travel	7,415.00				7,415.00
d. Equipment					0.00
e. Supplies	5,698.00				5,698.00
f. Contractual	8,000.00				8,000.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	434,368.00		0.00	0.00	434,368.00
j. Indirect Charges	40,437.00				40,437.00
k. TOTALS (sum of 6i and 6j)	\$ 474,805.00	\$	\$ 0.00	\$ 0.00	\$ 474,805.00
7. Program Income	\$	\$	\$	\$	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. The Dogwood Health Trust	\$	\$	\$ 459,090.00	\$	459,090.00
9. MAHEC Family Services			92,658.00		92,658.00
10. ARC INSPIRE					0.00
11.					0.00
12. TOTAL (sum of lines 8-11)	\$	0.00 \$	0.00 \$	551,748.00 \$	551,748.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	2nd Quarter			4th Quarter
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 150,355.00	\$ 31,654.00	\$ 39,567.00	\$ 39,567.00	\$ 39,567.00
14. Non-Federal	174,720.00	36,783.00	45,979.00	45,979.00	45,979.00
15. TOTAL (sum of lines 13 and 14)	\$ 325,075.00	\$ 68,437.00	\$ 85,546.00	\$ 85,546.00	\$ 85,546.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. The Dogwood Health Trust	\$ 145,379.00	\$ 156,856.00	\$ 156,856.00	\$	\$
17. MAHEC Family Services	29,352.00	31,658.00	31,658.00		
18. ARC INSPIRE	150,355.00	162,225.00	162,225.00		
19.					
20. TOTAL (sum of lines 16-19)	\$ 325,086.00	\$ 350,739.00	\$ 350,739.00	\$	0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	



AGENDA ITEM SUMMARY

- Item:** 3E – State Legislation Allowing Multifamily Housing in Single Family Zoning Districts
- Nature of Item:** Information.
- Attachment(s):** HB401 and SB349
- Background:** Companion bills have been filed in the NC House and NC Senate allowing multifamily housing in single family zoning districts. Representative Tim Moffitt (Henderson County) and Senator Chuck Edwards (Buncombe and Henderson Counties) are primary sponsors of this legislation. The legislative sponsors contend these bills are a solution to the affordable housing crisis. Local governments, including several in our region, have expressed significant concern with this legislation as an usurpation of local government control. Some Councils of Government in NC are considering resolutions in opposition to the legislation. Senator Edwards has agreed to join the Board of Delegates meeting to share his perspective.
- Responsible Staff:** Nathan Ramsey, Executive Director
- Suggested Motion:** Any action by the Council is in the sole discretion of the Board as this matter is for the consideration by local government officials and policy makers.



AGENDA ITEM SUMMARY

- Item:** 3F – Executive Director Compensation
- Nature of Item:** Action.
- Attachment(s):** Email from Legal Counsel dated April 14, 2021
- Background:** Executive Committee met in Closed Session to discuss the performance evaluation of the Executive Director on April 14, 2021. .
- Responsible Staff:** Susan Russo Klein, Legal Counsel
- Suggested Motion:** Move to increase the Executive Director’s compensation 5.5% from the current base salary retroactive to February 28, 2021.

1. Economic Community Development & Transportation
 - a. Planning Services
 - Black Mountain's water/sewer extensions for the future Avadim expansion site have been completed and project closed!
 - Mars Hill's sewer extension to the future Industrial Site has been completed!
 - Staff are working with local governments and partners to develop projects to support the region for transportation connections, resilience, job growth, industry expansion, and place-based development.
 - LOSRC launched the Regional Stormwater Services Program to support small MS4s and interested communities with stormwater management and MS4 stormwater compliance.
 - Staff are reviewing draft Census data in anticipation of Apportionment Data and the Redistricting data later this summer. Please connect with us if you would like to discuss the 2020 Census data timeline.
 - Staff are preparing a Planning Menu of Services. Please contact Erica Anderson erica@landofsky.org if you have comments or requests.
 - Staff are assisting several towns meet the new zoning regulations by the July 1 deadline (known as 160d regulations). Please let us know if you need assistance and want to talk about the next phase of the guidelines – updating planning documents.
 - LOSRC and its Waste Reduction Partners program are hosting an 11-week training course for municipal wastewater treatment operators presented by USEPA. The course covers optimization of nutrient removal and energy savings.
 - Partnering with the Chambers of Commerce, Small Business Support Agencies, nonprofits, and economic developers to assist small businesses through COVID-19 impacts.
 - Broadband Inclusion Planning continues for the region thanks to the BAND NC award.
 - Housing - LOSRC is supporting the newly formed HOME Consortium in Region A and their consolidated planning process is underway.
 - b. Transportation Services
 - RPO staff continues to work with local partners and NCDOT on project design and development
 - RPO staff serving as NCARPO Association President, the NCARPO is the statewide organization representing Rural Transportation Planning Organizations in NC
 - MPO staff is participating on NCDOT's Statewide Resiliency Planning Workgroup to help identify how resiliency challenges to transportation

infrastructure (rockslides, floods, wildfires) can be incorporated into the planning process to evaluate transportation needs and planned improvements

- MPO staff participated on a VMT reduction work group with NCDOT. A final report from the group has been completed.
- The MPO Board approved over \$400,000 in FTA 5310 funds for transportation providers to improve access and transportation for seniors and individuals with disabilities
- The MPO Board approved its annual budget, including funds for a Buncombe County Pedestrian Plan, a Haywood County Greenway Plan, and a study for the City of Asheville to potentially extend the Reed Creek Greenway
- The MPO is continuing to work through a Regional Transit Feasibility Study. <http://frenchbroadrivermpo.org/regional-transit-feasibility-study/>
- The MPO held its final design workshop on the Hendersonville Corridor Study on February 10, 2021. <http://frenchbroadrivermpo.org/regional-transit-feasibility-study/>
- MPO staff and its consultant team hosted a public input session for the Tunnel Road Corridor Study on Wednesday, April 14th. <http://frenchbroadrivermpo.org/tunnel-road-corridor-study/>
- The MPO recently programmed a number of projects into the Transportation Improvement Program, utilizing its direct allotment of federal transportation funds. These projects include:
 - Engineering and Construction for three phases of the Ecusta Trail
 - Construction funding for improvements on Coxe Avenue
 - Additional funding for construction of the North RAD Greenway
 - Engineering and Construction for the Clear Creek Greenway
 - Construction funds for bike/ped upgrades on Haywood Road in West Asheville
 - Construction funds for an extension of sidewalk on Broadway Avenue
 - Construction funds pedestrian improvements at the I-240/Charlotte Street Interchange
 - Construction funds for pedestrian safety improvements at various sites around the City of Asheville
 - Construction funds to add a signal at Biltmore Avenue and White Fawn Drive
 - Additional construction funds for the Riverwalk Greenway in Black Mountain
- Continuing to work with the City of Asheville on the Close the GAP Plan (Greenways, ADA, and Pedestrian)
- MPO staff is working with the Town of Waynesville on its Richland Creek Greenway Feasibility Study
- MPO staff is working with City of Asheville staff on its Biltmore/McDowell corridor study

2. Finance

- Melissa Lindsey joined the finance team on April 12. Melissa is the new Finance and Administrative Clerk. Melissa worked for many years in the public accounting field.

- Sherry Christenson and Charlotte Sullivan completed the Governmental and Financial Reporting class held by The UNC School of Government. Shout out to Bob Boylan at Western Carolina University – Sherry and Charlotte both received scholarships from the Local Government Training Program.
- The budget process for fiscal year 21-22 is underway. Dr. Jim Myers (long-time volunteer) has developed budget worksheets for departments to use. Charlotte is excited to use these new tools!
- The US Department of Interior approved the Indirect Rate for FY22. The rate will be 44.22% of direct salaries and benefits. We are waiting to receive the official document.
- We are also planning a party for Arlene Wilson's retirement. Arlene has served Land of Sky Regional Council for 30+ years, 20 years as Finance Director. Her departure will be a big loss for our organization and we wish her the best in her next chapter.

3. Aging

Upcoming Aging Events

- Each May, the Administration for Community Living leads the celebration of Older Americans Month. This year's theme is *Communities of Strength*, recognizing the important role older adults play in fostering the connection and engagement that build strong, resilient communities.
- The Regional Aging Advisory Council will meet virtually on Thursday, May 13, beginning at 10:00am. The meeting will feature a presentation from Ginger Hill, Transitions Coordinator, for Money Follows the Person. Contact LeeAnne Tucker for Zoom meeting information.

Family Caregiver Program:

- Recruited Virginia H. Templeton, M.D., Executive Director of MemoryCare, to present *How Memory Works* to the Cheers Group, a support group for people with Dementia.
- Compiled a quarterly report of CARES funding stats from all providers and sent to the Department of Adult and Aging Services
- Facilitated a Technology Committee meeting to review the results of the March series of seminars and plan for future events.
- Completed the Kinship Directory with the help of several AAA interns.

Foster Grandparent Program: National Volunteer Month is April 18-24. To honor our Foster Grandparent volunteers we will provide each volunteer with a small bag of fresh fruit and veggies through Coates Produce, a local company from Madison County. The volunteers will also receive thank you cards and a small gift. Our Federal funder, AmeriCorps Senior, has

extended the temporary stipend allowance to volunteers while our programs are on hold due to COVID-19 through September 31.

Health Promotion/Disease Prevention:

- Asheville Terrace Community Health Workers remain diligent in their efforts to reduce the impact of social isolation by holding bi-monthly outdoor activities that observe proper health precautions while providing residents the opportunity to play games, participate in art, have structured exercise opportunities, and mitigate loneliness.
- Community Health workers completed second vaccine event at Asheville Terrace bringing the total number of vaccinations on site to 103 individuals.
- Two new volunteers have been on-boarded to receive their Community Health Worker training.
- Staff is working closely with Madison County Health Department to reinvigorate both the Walk with Ease program and the A Matter of Balance Tai Chi program in the county.
- Staff represented the Area Agency on Aging at Land of Sky at Wellness Fair held at the Mars Hill Farmers Market on May 22.
- Completion is nearing for another successful 20 session Tai Chi class in Transylvania County that began virtually in December.

Home and Community Care Block Grant Services: March 2021

- Adult day care/adult day health days attended: 4037
- Number of home delivered/congregate meals: 102,683
- In-home aide hours: 16,617
- Legal services hours: 649
- Transportation trips: 21,261
- Home improvement projects: 10

Counties were notified of FY22 Home and Community Care Block Grant and legal funds:

- Buncombe County: \$1,546,335
- Henderson County: \$765,989
- Madison County: \$237,154
- Transylvania County: \$ 318,599

Money Follows the Person: In the month of April, six participants have secured their own housing or will be returning home to live with their families. These participants will transition in the month of May. There are four participants that continue to search for housing which is one of the barriers to transition to the community.

Ombudsman Program: The Ombudsman Program is following current regulations while providing both friendly and complaint visits to facilities. Although the Community Advisory Committee volunteers continue to be unable to visit facilities, new volunteer training and orientation will begin on May 1 and will be taught both in person and virtually. The Ombudsmen are currently working with facility Administrators and Activity Directors to discuss the best utilization of CARES Act Funding.

Project C.A.R.E. (Caregiver Alternatives to Running on Empty): This month, 14 more caregivers have been enrolled for care consultant and respite funding services in the Western (15 county) Project C.A.R.E. region. 100 percent of the State respite funds (\$47,000) for Project C.A.R.E. clients have been allocated and 94 percent of the federal Lifespan Respite funds have been allocated.

Senior Companion Program: In honor of National Volunteer Month, the Senior Companion Program is celebrating our volunteers over the next few weeks. Staff will provide fresh vegetable and fruit bags, and phone cards to keep them healthy and connected. Though the program remains on pause, some volunteers are beginning to reconnect with their clients and agencies. AmeriCorps Senior, our primary funder, has extended the temporary stipend until September 31. Note that on May 30, the Senior Companion Program will be on the WLOS “Spotlight” at 8:00am.

4. Administration

- Conducted a review of the Craft HR contract with Land of Sky Regional Council.
- Attended webinar “NC Retirement Plans: Navigating Plan Administration.”
- Hosted weekly COVID19 Response meetings with presentations by the Governor’s office, Transylvania Alliance, Brevard/Transylvania Chamber, Visit Madison County, French Broad River MPO and the NC Department of Commerce, Rural Division.
- Met with Dogwood Health Trust regarding multiple projects.
- Attended biweekly NCARCOG Directors meetings.
- Attended Chamber Regional Leadership meeting and discussed how to pay for a regional strategic plan review by an external consultant. We are using EDA funds to pay for part of the study.
- Hosted statewide meeting for ARC’s new Executive Director, Brandon McBride
- Attended NC Retirement Plans: How to Assist Employees in the Retirement Process
- Hosted two 3-hour Diversity, Equity and Inclusion (DEI) trainings for staff
- Held biweekly EDI Committee meetings.
- Hosted two staff EDI training sessions offered by Deborah Miles and Dionne Greenlee.
- Attended Two Flexible Spending Account/Section 125 meetings.
- Attended Two Scholarship Review meetings with BCSF.

- Held New Employee Orientation
- Hosted LOSRC Quarterly Managers Meeting with participation from eight local governments.
- Submitted NCLM Rate Renewal
- Attended Social Security 101 for Pre-retirees
- Two intern meetings
- Monthly PAFs
- Held biweekly Leadership Team meetings.
- Participated in the WNCMA call.
- Attended monthly Health Benefits Representative training
- Attended John M Belk Endowment/Blue Ridge Community College Adult Learner meeting.
- Participated in the myFutureNC/LOS Steering Committee meeting.
- Scheduled annual open enrollment for non-LOS provided insurance.
- Made 401k system updates.
- Responded to staff benefits adjustments/inquiries.
- Worked on finance/billing adjustments – MedCost.

5. Workforce

- a. Despite an unemployment rate around twice what it was one year ago, many employers in the region are struggling to meet their workforce needs. Even hospitality and tourism employers are starting to hire and host job fairs, while this sector's job openings are not as great as pre-pandemic there are still large number of job openings in that sector. There have been multiple news reports in the region regarding this topic and we have been quoted in WLOS TV, Asheville Citizen Times and Hendersonville Lightning reports.
- b. We submitted an ARC POWER grant application working with Southwestern Commission and Dogwood Health Trust to increase the number of early childhood educators in our eleven county region. The total funding for this project will be about \$1.2 million.
- c. We hosted the WNC Career Expo with the Asheville Chamber of Commerce from April 14 – 16. On April 15 we held an in-person event with about 50 employers. Overall about 75 employers participated in the virtual and in-person hiring event. Around 400+ job seekers participated in the WNC Career Expo. This was less than previous hiring events but considering the overall labor environment, we are pleased with this turnout..
- d. Christy Cheek, Education and Work-Based Learning Coordinator with MAWDB is working with Buncombe County on possible registered apprenticeship partnerships.
- e. We are working to increase the number of employers who have endorsed the Career Readiness Certification and make Buncombe, Henderson and Madison work-ready certified communities. Transylvania County is already certified as a Work-Ready Community.
- f. We are working with JB Media to lead an effort for NCWorks Dislocated Worker Outreach to connect more dislocated workers with our region's NCWorks Career Centers and community colleges to support them with education, training and employment. The budget for this project is \$40,000.

- g. We are working with Integrative to design the Land of Sky Education & Workforce Collaborative website outreach. The Collaborative oversees our region's postsecondary credential attainment effort aligned with My Future NC. This effort is funded by the John M Belk Endowment. Our region is the pilot in NC for a regional postsecondary credential attainment effort.
- h. We are working on the implementation of our "Recovery to Work" project. ARC will provide almost \$500,000. Dogwood Health Trust provided a professional grant writer for this project and they will generously match the grant award (1:1) from ARC if we are successful. MAHEC is also providing funding for this project so the total project will be about \$1.1 million over three years.
- i. Our Board staff are working closely with multiple partners, including but not limited to the Asheville Area Chamber of Commerce, NC Community College System and AB Tech, to support the Pratt & Whitney project. We have received approval from our financial monitor for the expenditures that will support pre-employment training and outreach for Pratt & Whitney jobs.
- j. We have submitted a grant request of \$280,000 to the John M Belk Endowment to support our region's postsecondary credential attainment effort. JMBE has already provided \$200,000 for this project.
- k. We have submitted an application to ncIMPACT UNC School of Government to be one of ten collaboratives selected statewide focused on postsecondary credential attainment aligned with my Future NC.
- l. We have developed a professional NCWorks newsletter that is being sent to over 18,000 individuals in our Local Area registered on NCWorks.gov. This is one of our most effective and least costly ways to reach job seekers.
- m. We are submitting a \$50,000 grant request to NC Department of Commerce for additional funding to serve dislocated workers.

6. Mountain Mobility

- Mountain Mobility continues to work with Buncombe County DHHS and private providers to ensure everyone in Buncombe County who needs transportation can get to a vaccine clinic. Since the rollout began in January, we have provided close to 300 trips for community residents to receive the vaccine. These trips are provided at no cost to the passenger.
- The admin team at Land of Sky continues to distribute packets to homebound seniors who are feeling the effects of isolation during the pandemic. These packets contain information on ways to stay connected to friends and neighbors, recipes, health items such as masks and hand sanitizer, snacks and more. Each month, our partners at Meals on Wheels of Buncombe County and the Council on Aging of Buncombe County assist with distribution of 400 packets to both Asheville city residents and those who live in the more rural parts of Buncombe County.

- Mountain Mobility saw its largest ridership during March since the pandemic began last year. We performed more than 7800 trips and traveled more than 85,000 service miles.

7. NEMT

- a. Monitoring Medicaid Transformation to determine the impact on the Council's NEMT contract with Buncombe County. Latest projection from NCDOT is about 85% of clients will not transition to Managed Care.
- b. Buncombe County has budgeted funds to support full NEMT program for FY21-22.