



**Executive Committee
September 25, 2019
Land of Sky Regional Council
339 New Leicester Highway, Suite 140, Asheville, North Carolina 28806**

AGENDA

1. Call to Order (11:30am)

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. August 28, 2019 Executive Committee Meeting Minutes
- B. Senior Tar Heel Legislature Appointments

3. Business

- A. NCDOT 5310 Rural Transportation Operating Grant
 - 1) Public Hearing
 - 2) Resolution Approving Grant Application
 - 3) Conflict of Interest Forms
- B. Salary Adjustment Request
- C. October Meeting Date

4. Other Items

- A. Reorganization/Organizational Structure
- B. NEMT Call Center
- C. French Board Conference Room A/V Equipment Update/Follow-Up

5. Adjournment



AGENDA ITEM SUMMARY

Item: Consent Agenda – 2A, 2B

Nature of Item: Action Item

Attachment(s): 1) Draft August 28, 2019 Executive Committee Meeting Minutes
2) Senior Tar Heel Legislature

Staff: Justin Hembree, Executive Director

Background: Two items are presented for consideration and action as part of the 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. Staff will provide an overview of each item prior to consideration of approval of the Consent Agenda.

Suggested Motion: Move to approve consent agenda.

Item 2A – August 28, 2019 Executive Committee Meeting Minutes

Staff: Zia Rufkin, Administrative Support Specialist

Attached are minutes of the August 28, 2019 Executive Committee meeting.

Staff recommends approval of the minutes as part of the Consent Agenda.

Item 2B – Senior Tar Heel Legislature Appointments

LeeAnne Tucker, Area Agency on Aging Director

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.

Due to a recent resignation, the Executive Committee is asked to officially appoint the following as Senior Tar Heel Legislative Delegates and Alternates from Region B. Madison County Board of Commissioners approves these appointments.

Madison County

Sherrye Perry – Delegate

O'Neal Shelton – Alternate

Staff recommends appointment of these individuals to the Senior Tar Heel Legislature.

**Land of Sky Regional Council
Executive Committee
August 28, 2019**

Minutes

Land of Sky Regional Council's Executive Committee held a meeting on August 28, 2019 at the offices of Land of Sky Regional Council (LOSRC) located in Asheville, NC. Present for the meeting was Chair Larry Harris, Mike Hawkins, Albert Gooch, Barbara Volk, and Bob Tomasulo. Land of Sky staff present included Justin Hembree, Vicki Jennings, Charlotte Sullivan, Danna Stansbury, Erica Anderson, LeeAnne Tucker, Deon Lytle, Kim Ward, Vicki Jennings, and Zia Rifkin (Recording). Avril Pinder, Buncombe County Manager, was also present during a portion of the meeting.

Call to Order – Past Chair Goosmann called the meeting to order at approximately 11:30am.

Approval of Consent Agenda – The consent agenda, composed of April 24, 2019 Executive Committee minutes (Item A), June 26, 2019 Executive Committee Minutes (Item B), Budget Amendment #1 (Item C), Regional Workforce Shuttle Program Pilot (Item D), and Resolution of Partnership with Dogwood Health Trust (Item E), was presented for approval with no modification requested.

Justin Hembree informed the Executive Committee that the purpose of Budget Amendment #1 was to reduce federal carryover fund in the Workforce Development budget and to incorporate the sponsorship funds received for the Appalachian Regional Commission Summit into the Council's budget. Charlotte Sullivan noted that Workforce Development has much less carryover funding than anticipated; however, the bulk (90%) of the current fiscal year's workforce allocations should be received in October.

Erica Anderson provided background information on the Regional Workforce Shuttle Program Pilot. She informed the Executive Committee that the Asheville Downtown Association has been collaborating with Ritchie Rozzelle, Land of Sky TDM Manager, to develop a workforce shuttle that could accommodate workers in the tourism/hospitality sector who work in and around the downtown area. Justin Hembree noted that this has been an ongoing conversation with the hospitality industry to provide assistance to get their workers to and from work. Funding would come from the hospitality industry (a dues or fee-based system) and the Council would be the fiscal agent for the funds. In order to lessen the risk to the organization, the Enterprise Vanpool service could be utilized as an economical and efficient means of transporting workers. Justin Hembree communicated that the Executive Committee would be kept in the loop and informed before anything vital is executed.

Justin Hembree shared about the resolution with the Dogwood Health Trust, which would be a simple statement of partnership. It is hoped the resolution will be helpful when the request for proposals (RFP) is released for the Healthy Opportunities Pilot initiative. He noted that the most pressing issue now is for service providers to consider what their capacity is and where that would need to be to provide services under the Healthy Opportunities Pilot. Chair Harris asked if the accounting services under the pilot program would be centralized and whether LOSRC could provide that service. Justin Hembree communicated that LOSRC could fulfill that role; additionally, the NEMT Call Center currently handles accounts receivables for the Medicaid transportation services and could shift that capacity to the Healthy Opportunities Pilot. He noted that the Healthy Opportunities RFP from the state has not been released yet as state officials are waiting on confirmation of funding for the initiative. Chair Harris concurred that LOSRC has the resources to handle the Healthy Opportunities Pilot initiative. The goal of the Healthy Opportunities initiative is to provide supportive services to increase positive outcomes for Medicaid recipients. After the initial five-year pilot program, local resources would be used for continuing program operations.

Albert Gooch moved to approve the consent agenda as presented. George Goosmann seconded and the motion carried without further discussion.

New Business, Discussion & Updates

NEMT Call Center Contract and Status Update

Justin Hembree shared information about the NEMT Call Center contract with Buncombe County. He also communicated a status update in relation to the statewide implementation of managed care for Medicaid. He explained that the Medicaid transformation would lead to five or six providers throughout the state who would provide services to Medicaid recipients. The Non-Emergency Medicaid Transportation program at LOSRC would be impacted by Medicaid reform, as that service would be handled directly by the providers. Unfortunately, the NEMT Call Center is expected to end by January 31, 2020. Craft HR is onboard to assist with the formal reduction in force (RIF) process. Additionally, Workforce Development staff would be working with the call center staff to ensure they have other jobs when they are displaced. Justin Hembree noted that this situation would be unpleasant for the call center staff. Deon Lytle shared that he and Kim Ward would remain beyond January 31, 2020 to close out the call center and assist in the transfer of the remaining clients back to Buncombe County Health and Human Services. He noted that most of the current transportation providers have been contacted by the private providers. Justin Hembree shared that the private providers would like for the Medicaid transportation service to be a reimbursement-based service. In many cases, that scenario would work. However, those Medicaid recipients who rely on transportation services could fall through the cracks under the new system set up by the private providers. He recommended having a slot on the agenda at the Board of Delegates September meeting where information could be provided on the closing of the call center. Justin Hembree noted that losing the contract could potentially impact the entire organization. The call center is currently budgeted for eight months; however, the new contract with Buncombe County proposes a much lower number. He noted that from his perspective, the county needs to reimburse LOSRC for any cost incurred by the call center shutdown. Deon Lytle communicated that the county would like to reduce the proposed contract by \$115,000. The county is not offering any shutdown costs for the call center and staff. Justin Hembree also noted that the service is operating without a contract at the moment and negotiations are ongoing with the county. He recommended approaching the county from the standpoint of starting fresh: rebuilding the budget based on the first two months of the fiscal year and including shutdown costs.

Discussion occurred regarding the negotiations with the county for the NEMT contract. The County Manager has stated that contractors take on contracts with the knowledge that any cost incurred through the contract would be the responsibility of the contractor; however, it appears that the county is open to negotiations. Justin Hembree noted that the important thing about the NEMT contract is that the call center has seven employees that the organization is able to realize indirect cost revenues. It was noted that the managed care system goes live in November and there is the potential that something could delay the rollout of services in the other regions to bring on the managed care model. Potentially, NEMT staff could begin leaving since they have been informed of what is going on with the call center and are job searching. In that case, temporary staff could be utilized. Justin Hembree noted that the organization is not trying to jeopardize its relationship with the county, which is very important to the organization. Justin Hembree communicated that the Executive Committee would be kept in the loop as the situation develops.

Audio/Visual Improvements in the French Broad (Large) Conference Room

Justin Hembree shared that TSA Choice has been brought in to provide two quotes- one high end and one more economical. The goal is to improve the sound quality for board members calling into the meeting and to provide a better visual experience for meeting attendees. The high-end quote includes a new screen, four monitors around the room and a ceiling microphone. The more economical quote does not include the four flat screen monitors. He noted that staff are going to be looking at the budget and plan to negotiate with the MPO staff to identify funding in the budget to support these improvements. The most likely scenario is that the four flat screen monitors would not be included. Additionally, the equipment would be leased. Justin Hembree noted that leasing is better as technology is going to continuously improve and leasing would allow for easier technology upgrades. The initial lease would be for three years.

Information item. No action requested at this time.

Avril Pinder shared that she is interested in getting out to visit the Regional Council.

Adjournment

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



AGENDA ITEM SUMMARY

- Item:** NCDOT 5310 Rural Transportation Operating Grant – 3A
- Nature of Item:** Action Item
- Attachment(s):** 1) Resolution
2) Conflict of Interest Form
- Staff:** Ann Whisenhunt, Senior Companion Program Manager
- Background:** Once again, the Council's Senior Companion Program intends to submit a grant application to NCDOT to assist with needs in Madison and Transylvania Counties. The Council has received funding from this grant program for the past four years. The funding provides additional stipend and mileage reimbursement to build volunteer capacity for transportation of seniors aging in place in rural counties. The application is due October 4.
- The Council is requesting total funding of \$10,277, with the 50% match from the Corporation for National and Community Service grant. The total program funding will be \$20,554.
- The Executive Committee is requested to do the following:
- 1) Conduct a Public Hearing to apply for the grant. The Public Hearing was advertised in the Asheville Citizen Times on September 13, 2019 and in senior centers/libraries in Madison and Transylvania Counties.
 - 2) Approve the resolution authorizing the application.
 - 3) Review and sign Conflict of Interest forms to be submitted with the application.
- Suggested Motion:** Move to approve the resolution authorizing submission of the 5310 grant application.

PUBLIC TRANSPORTATION PROGRAM RESOLUTION

FY 2021 RESOLUTION

Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

Applicant seeking permission to apply for Public Transportation Program 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 *(Board Member's Name)* _____ and seconded by *(Board Member's Name or N/A, if not required)* _____ 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 will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Capital budget Section 5310 program.

WHEREAS, *(Legal Name of Applicant)* _____ hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the (*Authorized Official's Title*)* _____ of (*Name of Applicant's Governing Body*) _____ is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I (*Certifying Official's Name*)* _____ (*Certifying Official's Title*) _____ do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (*Name of Applicant's Governing Board*) _____ duly held on the _____ day of _____, _____.

Signature of Certifying Official

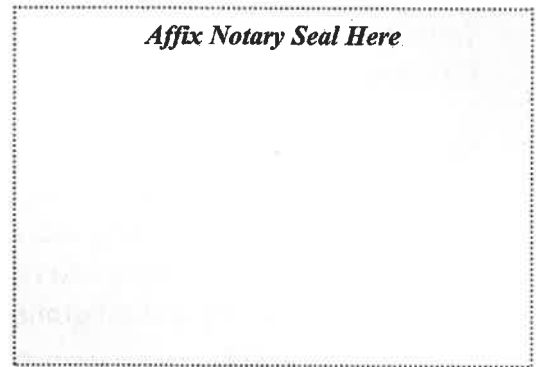
****Note that the authorized official, certifying official, and notary public should be three separate individuals.***

Seal Subscribed and sworn to me
(date) _____

*Notary Public **

Printed Name and Address

My commission expires
(date) _____



Land of Sky Regional Council Conflict of Interest Policy

In accordance with Board policy and related legislation, no employee, officer, agent, immediate family member, or Board member of the agency shall participate in the selection, award, or administration of a contract supported by Federal and/or State funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The employee, officer, agent, or Board member,
- Any member of his/her immediate family,
- His or her partner, or
- An organization that employs, or is about to employ, any of the above.

The agency's officers, employees, agents, or Board members will neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.

Gifts: In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S.133-32 officers, employees and agents of the Land of Sky Regional Council are prohibited from soliciting or accepting gifts, gratuities, favors or anything of monetary value from contractors, suppliers or parties to subcontracts. Items of nominal value of valued at less than \$50 which fall into one of the following categories may be accepted:

1. Promotional Items
2. Honorariums for participation in meetings, and
3. Meals furnished at banquets

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report this item to his or her immediate supervisor.

The undersigned hereby acknowledges, understands, and agrees to abide by this policy.

(Printed Name)

(Signature)

(Date)



AGENDA ITEM SUMMARY

- Item:** Salary Adjustment Request – 3B
- Nature of Item:** Action Item
- Attachment(s):** None
- Staff:** Deon Lytle, NEMT Call Center Manager
Justin Hembree, Executive Director
- Background:** Kim Ward's last day with the Council is September 20. Kim is our NEMT Call Center Supervisor and has accepted a position with Haywood County. Although we hate to see Kim leave, it is certainly understandable considering the impact Medicaid reform will have on the call center.
- After analyzing call center staffing, the NEMT Call Center Manager has asked Glenda Brown, NEMT Call Center Specialist, to take on some of the duties Kim was performing. Considering the situation with the call center, staff feels a promotion in title is not needed at this time. However, staff does recommend a salary increase for Glenda.
- Specifically, staff recommends increasing Glenda's salary from \$39,955 to \$41,613. Kim's salary is budgeted at \$44,058. Therefore, the budget can fully support this adjustment.
- Suggested Motion:** Move to approve the salary adjustment for Glenda Brown (increase from \$39,955 to \$41,613).



AGENDA ITEM SUMMARY

- Item:** October Meeting Date – 3C
- Nature of Item:** Possible Action Item
- Attachment(s):** None
- Staff:** Justin Hembree, Executive Director
- Background:** The October 2019 Executive Committee/Board of Delegates meeting is scheduled for Wednesday, October 23. This is the same week as the NADO Annual Training Conference. Staff would like to hear from the Executive Committee about keeping the meeting date as scheduled or changing it to October 30 (the fifth Wednesday).
- Suggested Motion:** No specific action suggested at this time.



AGENDA ITEM SUMMARY

- Item:** Other Items – 4A, 4B, 4C
- Nature of Item:** Update/Possible Action Item
- Attachment(s):** None
- Staff:** Justin Hembree, Executive Director
- Background:** The Executive Committee will receive updates concerning the following items:
- 1) Reorganization/Organization Structure
 - 2) NEMT Call Center
 - 3) French Broad Conference Room A/V Equipment
- Suggested Motion:** No specific action suggested at this time.