

# FORSYTH COUNTY

## BOARD OF COMMISSIONERS

MEETING DATE: OCTOBER 10, 2019 AGENDA ITEM NUMBER: 4

**SUBJECT: RESOLUTION DESIGNATING THE PIEDMONT TRIAD REGIONAL COUNCIL AS THE LEAD AREA AGENCY ON AGING FOR FORSYTH COUNTY FOR STATE FISCAL YEARS 2021 AND 2022 (AGING SERVICES)**

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:**

**SUMMARY OF INFORMATION:**

On October 22, 2012, June 9, 2014, August 31, 2015, and October 26, 2017, the Piedmont Triad Regional Council (PTRC) received approval from the Board of Commissioners to serve as the Forsyth County Lead Area Agency on Aging. The approvals are for each State biennium.

PTRC has successfully served in this role and is willing to continue to carry the responsibilities of lead area agency on aging for Forsyth County.

In this capacity, PTRC plans and coordinates the development of the County funding plan for aging services. The primary responsibilities include:

1. Directing the work of the Home and Community Care Block Grant (HCCBG) Planning Committee in order to guarantee that there is community input in the county funding plan.
  - a. If an Area Agency on Aging (AAA) is not designated as lead agency, an AAA representative is appointed by the HCCBG Planning Committee to perform the duties outlined in Section V(B) of the NC Division of Aging and Adult Services County Budget Instructions.
2. Directing Service Providers who are allocated HCCBG funds to complete the HCCBG budget package.
3. Collecting and reviewing Service Providers' HCCBG Budget submittals.
  - a. Assuring all allocations are correct and include the required 10% match;
  - b. Assuring all required documents have been completed and signed; and
  - c. Following up with Providers if documentation is incorrect or incomplete and working with them to correct information.
4. Creating and submitting the County funding plan (DOA 731) information to the County Manager for approval by the Board of Commissioners.
5. Submitting all Provider HCCBG budget packages according to the NC Department of Health and Human Services, Division on Aging and Adult Services' established deadlines.

ATTACHMENTS:  YES  NO

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
COUNTY MANAGER

**RESOLUTION DESIGNATING THE PIEDMONT TRIAD  
REGIONAL COUNCIL AS THE LEAD AREA AGENCY ON AGING  
FOR FORSYTH COUNTY FOR STATE FISCAL YEARS 2021 AND 2022  
(AGING SERVICES)**

**WHEREAS** on October 22, 2012, Forsyth County formally designated the Piedmont Triad Regional Council (PTRC) as its lead area agency on aging for State fiscal years 2013 and 2014 to complete the work and responsibilities of planning and coordinating the development of the County funding plan for local service agencies for the elderly and re-designated PTRC as the lead agency for fiscal years 2015-20; and

**WHEREAS** the PTRC has successfully served in this role and is willing to continue to carry out the responsibilities of lead area agency on aging for Forsyth County.

**NOW, THEREFORE, BE IT RESOLVED**, that the Forsyth County Board of Commissioners hereby designates the Piedmont Triad Regional Council as the Lead Area Agency on Aging for Forsyth County for planning and coordinating the development of the County funding plan for local service agencies for the elderly for State fiscal years 2021 and 2022.

Adopted this 10<sup>th</sup> day of October 2019.



# PIEDMONT TRIAD REGIONAL COUNCIL

1398 CARROLLTON CROSSING DRIVE  
KERNERSVILLE, NC 27284  
(336) 904-0300

MATTHEW L. DOLGE • EXECUTIVE DIRECTOR

September 16, 2019

Mr. Dudley Watts, Jr.  
201 N. Chestnut Street  
Winston-Salem, NC 27101

Dear Mr. Watts,

In our effort to assure a smooth and clear transition from one fiscal year to the next, we need to take care of one administrative item now: **identification or designation of the agency or office with lead responsibility for the county funding plan** (DOA 731). We are asking that each county complete and return the attached document (DOA 730). The **Lead Agency** is responsible for the planning and coordination of the development of the county funding aging plan. Designation is for a minimum of one year or for as long as three years.

Currently in Forsyth, the Area Agency on Aging serves as the Lead Agency carrying the responsibilities as noted below.

Primary responsibilities are as follows:

- Direct the work of the Home & Community Care Block Grant (HCCBG) Planning Committee in order to guarantee that there is community input in the county funding plan.
  - When the Area Agency on Aging [AAA] is not designated as lead agency, a AAA representative shall be appointed to the HCCBG Planning Committee to perform duties as stated in Section V(B) of the NC Division of Aging & Adult Services County Budget Instructions.

- Direct Service Providers who have been allocated HCCBG funds to complete the HCCBG Budget package.
  - Answer any questions providers have about the documents or the bid process and assist providers to assure accuracy of information.
  - Provide timeline by which to submit Budget Package.
  - Confirm that each Budget Package contains necessary documentation depending on the services offered.
  
- Collect and review Service Providers HCCBG Budget Packages.
  - Assure all allocations are correct and include 10% match.
  - Assure that all required documents have been completed and signed.
  - Follow up with Providers if documentation is incorrect or incomplete, working with them to get it correct and complete.
  
- Create and submit county funding plan (DOA 731) information to the County Manager.
  - Lead Agency assumes responsibility that the county funding plan is in compliance with budgetary instructions provided by the NC Division of Aging and Adult Services prior to approval by the Board of County Commissioners.
  - At a minimum, the County Budget Officer must be provided with the amount of HCCBG funding and required local match for each service to be funded to meet requirements of G.S. 159-10.
  - Signed by Chairperson, Board of County Commissioners, or the County Manager and the County Finance Officer.
  
- Submit all Provider HCCBG Budget Packages to the Area Agency on Aging according to the necessary timeline.
  - All correct and complete Budget Packages submitted at one time with signed Aging Funding Plan [DOA 731].
  - Once completed, the PTRC AAA is able to enter into Agreement and begin releasing funds.

Please contact me with any questions.

Sincerely,



Adrienne Calhoun, Assistant Director  
PTRC Area Agency on Aging

**Home and Community Care Block Grant for Older Adults**

**County Funding Plan**

Identification of Agency or Office with Lead Responsibility for County Funding Plan

County \_\_\_\_\_ July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_

The agency or office with lead responsibility for planning and coordinating the County Funding Plan recommends this funding plan to the Board of Commissioners as a coordinated means to utilize community-based resources in the delivery of comprehensive aging services to older adults and their families.

\_\_\_\_\_  
(Name of agency/office with lead responsibility)

\_\_\_\_\_  
Authorized signature (date)

\_\_\_\_\_  
(Type name and title of signatory agent)