

**FORSYTH COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: JUNE 9, 2014 AGENDA ITEM NUMBER: 9

**SUBJECT: RESOLUTION DESIGNATING THE PIEDMONT TRIAD REGIONAL COUNCIL AS
THE LEAD AREA AGENCY ON AGING FOR FORSYTH COUNTY**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS: Recommend Approval

SUMMARY OF INFORMATION:

See attached

ATTACHMENTS: YES NO

SIGNATURE: *J. Dudley Waters, Jr. /cdh* DATE: June 4, 2014
COUNTY MANAGER

**RESOLUTION DESIGNATING THE PIEDMONT TRIAD
REGIONAL COUNCIL AS THE LEAD AREA AGENCY ON AGING
FOR FORSYTH COUNTY**

WHEREAS, on October 22, 2012, Forsyth County formally designated the Piedmont Triad Regional Council 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

WHEREAS, Forsyth County now needs to formally designate an agency or office with lead responsibility for the County funding aging plan for State fiscal years 2015 and 2016; and

WHEREAS, the Piedmont Triad Regional Council has successfully served in this role and is willing to continue to carry 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 2015 and 2016.

Adopted this 9th day of June 2014.



April 30, 2014

Mr. J. Dudley Watts, Jr., Manager
Forsyth County
201 N. Chestnut Street
Winston-Salem, NC 27101

Dear Dudley:

In our effort to assure a smooth and clear transition from this 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) at this time. The **Lead Agency** is responsible for the planning and coordination of the development of the county funding aging plan. Designation can be for as little as one year or for as long as two (within a three year cycle), but we need to cover state fiscal year 2015 at a minimum. Please state the time frame for this designation.

Currently in Forsyth County, 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.

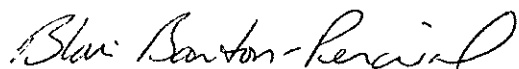
- Collect and review Service Providers HCCBG Budget Packages.
 - Assure all allocations are correct and include 10% match.
 - Assure that all required documents have been completed and signed.
 - Follow up with Providers if documentation is incorrect or incomplete, working with them to get it correct 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,



Blair Barton-Percival, Director
PTRC Area Agency on Aging

Cc: Matthew Dolge, Director, Piedmont Triad Regional Council

