

TO: COUNCIL, THREE RIVERS REGIONAL COMMISSION

FROM: MS. FAYE PERDUE, SECRETARY, THREE RIVERS REGIONAL COUNCIL

SUBJECT: MINUTES OF MEETING HELD MAY 2, 2019

The Regional Council of the Three Rivers Regional Commission held its meeting at 2:00 p.m. on Thursday, May 2, 2019 at the Turin Town Hall in Turin, Georgia.

WELCOME, CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Chairman Jim Thornton welcomed the attendees and called the meeting to order. He then asked Mr. Dustin Koritko, to give the invocation; afterwards Chairman Thornton led the members in reciting the Pledge of Allegiance.

Regional Council Members in Attendance

Mr. Ken Rivers, Chairman, Butts County
Ms. Kay Pippin, Mayor, City of Jackson
Mr. Paul Poole, Chairman, Coweta County
Mr. Dustin Koritko, Council Member, City of Newnan
Mr. Greg Wright, Non-Public Member, Coweta County
Mr. Lee Boone, Chairman, Heard County
Ms. Kathy Knowles, Non-Public Member, Heard County
Mr. Bennie Horton, Commissioner, Lamar County
Mr. Cecil McDaniel, Council Member, City of Barnesville
Ms. Shirley Hines, Chairperson, Meriwether County
Ms. Charlene Glover, Mayor, City of Greenville
Ms. Faye Perdue, Non-Public Member, Meriwether County
Mr. Bobby Blalock, Mayor, City of Zebulon
Mr. Jack Hancock, Non-Public Member, Pike County
Mr. Douglas Hollberg, Chairman, City of Griffin
Mr. Jim Thornton, Mayor, City of LaGrange
Mr. Curtis Brown, Jr., Non-Public Member, Troup County
Mr. Norman Allen, Chairman, Upson County

Regional Council Members Absent

Mr. Terry Nolan, Non-Public Member, Butts County
Mr. George Chambers, Interim Chairman, Carroll County
Ms. Donna Armstrong-Lackey, Non-Public Member, Carroll County
Ms. Shirley Marchman, Council Member, City of Villa Rica
Mr. Denney Rogers, Mayor, City of Ephesus
Mr. Irvin Trice, Non-Public Member, Lamar County
Vacant, Chairman, Pike County
Mr. Don Hawbaker, Commissioner, Spalding County
Mr. Charles Jones, Non-Public Member, Spalding County
Mr. Richard English, Jr., Commissioner, Troup County
Mr. J. D. Stallings, Mayor, City of Thomaston
Vacant, Non-Public Member, Upson County
Vacant, Governor's Appointee
Mr. John Rainwater, Lt. Governor's Appointee

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Peggi Tingle, Administrative Services Director
Ms. Amanda Turner, Deputy Administrative Services Director
Ms. Jeannie Brantley, Planning Director
Mr. Paul Jarrell, Planner
Mr. Brian Bruggeman, ADRC Program Manager, Area Agency on Aging
Ms. Hope Blakely, HR Generalist
Ms. Pavielle Ludlow, Transit Manager
Ms. Stephanie Glenn, Workforce Director
Ms. Stephanie Matthews, Workforce Deputy Director

APPROVAL OF AGENDA (action item)

Chairman Thornton asked the members to review and approve the agenda. Mr. Koritko made the motion to approve the agenda; the motion was seconded. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion was carried unanimously.

APPROVAL OF MINUTES – FEBRUARY 28, 2019 (action item)

Chairman Thornton asked the members for a motion to approve the February 28, 2019 meeting minutes. Mr. Greg Wright made the motion that the council approve the February 28, 2019 meeting minutes as prepared; the motion was seconded. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion was carried unanimously.

CHAIRMAN'S REPORT

Chairman Thornton advised the council that the 2019 Georgia Academy for Economic Development begins in August; it will consist of four (4) sessions and will be held at the Coweta County Fairgrounds.

More information regarding the program can be found on the flyers that were placed on the tables for the council members.

EXECUTIVE DIRECTOR'S REPORT

Mr. Kirk Fjelstul indicated that in the interest of time and since the agenda did contain numerous items, he had nothing to report.

COMMITTEE REPORTS

Chairman Thornton asked Committee Chair Ken Rivers to give the report from the Finance, Audit and Administration Committee.

Finance, Audit and Administration Committee

Committee Chair Rivers advised the council that in the interest of time he would report on the action items that the Finance, Audit and Administration Committee discussed and asked that they be approved as a group.

May 2, 2019 Meeting:

March Financials and Budget Comparisons

Committee Chair Rivers advised the council that the Finance, Audit and Administration Committee reviewed the March Financials and did not find any irregularities.

Discussion on Health Insurance Premiums (action item)

Committee Chair Rivers advised the members that the committee had a discussion on the health insurance premiums. The committee is recommending that a change be made to Humana since they feel comfortable that this is the right move for the employees at this time.

Disclosure of Business Transactions Policy (action item)

The committee members adjusted the wording of the policy a few months ago. It was reviewed and discussed during today's committee meeting and the committee is recommending approval of the policy.

Discussion on Approval of Executive Director's Expenditures (action item)

Committee Chair Rivers advised that this is a new policy that the committee discussed and are adopting a new procedure that each month a report of expenses will be presented to the committee, which will be reviewed and approved.

MOU Approval for In-Home Care Providers (action item)

Committee Chair Rivers noted that the Memorandum of Understanding (MOU) Approval for In-Home Care Providers was approved in the past. In lieu of MOUs being presented on each individual case, the committee is requesting that no future contracts be brought before them unless the contract language changes since the committee approved the contract in general.

Approval of Proposed Contracts for Workforce Development (action item)

Committee Chair Rivers advised the members that this was a non-action item since the Workforce Board did not meet and therefore, could not approve the contracts. He stated that the contracts need to be approved before the next council meeting (June 27, 2019). The committee is asking the council for their approval to let the Finance Committee approve these contracts during the next Finance Committee meeting on May 23, 2019.

SCTC Industry Essentials Training Contract (action item)

Committee Chair Rivers advised that the committee recommended approval of the Southern Crescent Technical College (SCTC) Industry Essentials Training contract.

Coweta County Development Authority Training Agreement (action item)

Committee Chair Rivers advised that the committee recommended approval of the Coweta County Development Authority Training Agreement.

Chairman Thornton advised everyone that he had a motion from the Finance, Audit and Administration Committee, which does not require a second, to approve as a group the first eight (8) items under the May 2, 2019 heading and report; he then asked if anyone had any questions on any of the subjects. Several questions were asked with the staff providing clarification to the council members. **FORMAL ACTION: Chairman Thornton then called for the vote on the items as a group; the council approved the action items unanimously.**

After the vote, Committee Chair Rivers proceeded with the non-action items from the May 2, 2019 Finance, Audit and Administration Committee meeting.

Overview on HDCI Grant Proposal for Workforce Development

The committee received an update about the HDCI grant proposal. The original grant was used to develop www.threeriversworks.com, a talent portal. Workforce Development has the opportunity to submit a new

grant proposal for additional funding to continue support of www.threeriversworks.com, add a community resource section, and to identify and support industry needs in our region.

“Get the Red Out” Project Update

The “Get the Red Out” Project concerns audit findings that the Three Rivers Regional Commission staff are working to resolve. Several of the items were on today’s agenda as action items and were approved by the council. Out of the twenty-one (21) items on the list, only a few remain; these remaining items will require research through old files to resolve the outstanding issues.

Results of Survey for Council Meetings

A majority of the members have taken the survey, but 100% participation is needed. We are still awaiting responses from a few more members before a final report on the survey is presented.

Chairman Thornton advised Committee Chair Rivers to hold his report on the “GDOT Audit Update” and continue with the other portions of his report.

March 28, 2019 Meeting:

February Financials and Budget Comparisons

Committee Chair Rivers advised the council that the committee recommended approval of the February Financials and Budget Comparisons.

Disclosure of Business Transactions Policy (action item)

This policy was discussed during the March 28, 2019 meeting and was recommended for approval in today’s (May 2, 2019) Finance, Audit and Administration Committee meeting.

Health Insurance Update

Committee Chair Rivers advised the members that the staff presented information regarding the Health Insurance and the fact that the new quotes were expected by the middle of April.

Executive Director’s Expense Policy

The committee recommended that the Executive Director’s expenses be presented on a monthly basis and that the committee will review for approval for reasonableness and appropriateness.

Workforce EO Notice Update to Personnel Policy (action item)

The committee recommended approval of the Workforce Equal Opportunity (EO) notice to be included in the personnel policy.

Committee Chair Rivers advised the council that the committee has recommended approval of the action items from the March 28, 2019 Finance, Audit and Administration Committee meeting. **FORMAL ACTION: Chairman Thornton advised the council that the committee has recommended approval of the first five (5) action items from the March 28th meeting. He asked if there were any questions or discussion; hearing none, he called for the vote. The council approved the action items unanimously.**

Committee Chair Rivers stated that the informational items had already been covered and proceeded with the GDOT Audit Update.

GDOT Audit Update

Committee Chair Rivers reminded the council that this was a subject that has been brought before the council during the past several months. Today's meeting is the self-imposed deadline for the council to make a decision regarding continuing with the 5311 Transportation Program. He reiterated that the discussion is limited to the 5311 program and not the Department of Human Services (DHS) program. He advised the council that there was not any progress (in the audit) to report. Committee Chair Rivers commended the staff on their work regarding the GDOT audit and advised the members that the Finance, Audit and Administration Committee held a lengthy discussion during their meeting earlier today. There are three (3) options regarding this matter: 1. Continue business as normal, but the liability is \$20,000 per month and it is felt that this is not an option. 2. Terminate the program effective July 1st, or 3. Continue the program, but we need GDOT, before July 1, to make certain commitments to us. The committee recommends that the program be continued, but with specified commitments from GDOT, before July 1st. The following is the statement that the Finance, Audit and Administration Committee presented to the council:

Although the Council desires to continue the 5311 program, it will not be extended beyond the current fiscal year, unless:

- 1. There is a settlement and resolution of the draft accountant's report that will allow the report to be closed, address the risks for fiscal years 2018 and 2019, and allow for the retention of a reasonable reserve; and*
- 2. There is clear guidance from GDOT regarding the items identified in the report, such as the ability to have a reserve, the ability to apply federal funds to the DHS program rather than the 5311 program, and the methodology allocating DHS funds.*

Committee Chair Rivers advised the council that the wording could be adjusted slightly for language purposes, but this is the option that the committee is recommending. If the conditions are not met, then the program will be discontinued effective July 1, 2019.

Chairman Thornton reiterated that this was the committee's recommendation and motion. He then asked if anyone had any questions; Ms. Kay Pippin mentioned that each government and council member needs to be notified of this situation and what it will mean for the areas. The information has been collected and will be given to everyone. After a few additional comments, Chairman Thornton called for the vote on the motion. **FORMAL ACTION: The council voted on the committee's recommendation and it was carried unanimously.**

Planning and Projects Committee

Chairman Thornton advised the members that the Planning and Projects Committee Chair Curtis Brown would present this portion of the report.

May 2, 2019 Meeting:

Review of Draft TRRC Regional Plan Update

Committee Chair Brown reported that the Planning and Projects Committee has focused on the Regional Plan with the help of Ms. Jeannie Brantley and the Planning staff. A draft has been prepared and is being reviewed by the Planning and Projects Committee.

Discussion on Strategic Planning

Committee Chair Brown also reported that the Strategic Plan was discussed and that it was a “carry over” from the December council retreat. The main thought from these discussions is that “we are our own cheerleaders” and we need to make the communities aware of the work that is being done.

Workforce Board

Nothing was presented during this portion of the agenda.

Old Business

Nothing was presented during this portion of the agenda.

New Business

Nothing was presented during this portion of the agenda.

Other Business

Nothing was presented during this portion of the agenda.

EXECUTIVE DIRECTOR’S REPORT

Chairman Thornton asked Mr. Fjelstul to make his report at this time. Mr. Fjelstul announced that two (2) new council members were in attendance, Mr. Paul Poole, Coweta County’s chair and Ms. Shirley Hines, Meriwether County’s chair. The council greeted them with a round of applause. He proceeded to explain the committees and council meeting schedules and responsibilities.

He further explained that we would try to work with GDOT to resolve these issues. The action that was taken today is to potentially end the 5311 program, which is the public transportation part of the program. It does not affect the DHS part of the transportation program.

Good of the Order

Mr. Koritko invited the council to the Ready, Set, LINC! Event on May 4th at the Newnan Centre.

Ms. Faye Perdue invited the members to the Cotton Pickin' Fair in Gay; it is scheduled for May 4th and 5th.

Ms. Pippin invited the council to the May 11th Fine Arts Festival in Jackson.

Date and Location of Next Meeting

Chairman Thornton announced that the next meeting would be at 2:00 p.m. on Thursday, June 27, 2019. The meeting location is the Turin Town Hall in Turin, Georgia.

Adjournment

Chairman Thornton adjourned the meeting after receiving a motion from Mr. Koritko.

Faye Perdue, Secretary