

TO: FINANCE, AUDIT AND ADMINISTRATION COMMITTEE

FROM: MR. KEN RIVERS, CHAIRMAN, FINANCE, AUDIT AND ADMINISTRATION
COMMITTEE
THREE RIVERS REGIONAL COMMISSION

SUBJECT: MINUTES OF FINANCE, AUDIT AND ADMINISTRATION COMMITTEE
MEETING

The Finance, Audit and Administration Committee held a meeting at 12:30 p.m. on Thursday, October 24, 2019 at the Turin Town Hall in Turin, Georgia. Committee Chair Ken Rivers welcomed the members and called the meeting to order. He gave the invocation and afterwards, led everyone in reciting the Pledge of Allegiance.

Finance, Audit and Administration Committee Members in Attendance

Mr. Ken Rivers, Chair, Butts County
Mr. Terry Nolan, Non-Public Member, Butts County
Mr. Bobby Blalock, Mayor, City of Zebulon
Mr. Jim Thornton, Mayor, City of LaGrange
Mr. John Rainwater, Lt. Governor's Appointee

Additional Three Rivers Council Members in Attendance

Mr. Lee Boone, Chair, Heard County
Ms. Kathy Knowles, Non-Public Member, Heard County
Mr. Bennie Horton, Commissioner, Lamar County
Ms. Shirley Hines, Chair, Meriwether County
Mr. Douglas Hollberg, Council Member, City of Griffin
Mr. Norman Allen, Chair, Upson County

Others in Attendance

Mr. Drew Whalen, Attorney

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Peggi Tingle, Administrative Services Director
Ms. Amanda Turner, Deputy Administrative Services Director
Ms. Kim Bennett, Senior Accounting Technician
Ms. Hope Blakely, HR Manager
Ms. Jeannie Brantley, Planning Director
Ms. Pavielle Ludlow, Transit Program Manager

Ms. Joy Shirley, Director, Aging Program
Ms. Mona Browning, Aging Program Manager
Mr. Brian Bruggeman, ADRC Program Manager
Ms. Marcia Pyle, Accounting Technician, Workforce
Ms. Carolyn Mitchell, Program Services Manager, Workforce
Ms. Freshana Allen, Training Provider Coordinator, Workforce
Ms. Jan Perez, Secretary, Administrative Services

APPROVAL OF THE SEPTEMBER 26, 2019 MINTUES (action item)

Mr. John Rainwater made the motion to approve the September 26, 2019 meeting minutes; it was seconded by Mr. Jim Thornton and carried unanimously by the committee.

APPROVAL OF AGENDA (action item)

Mr. Thornton advised Committee Chair Rivers that he wanted to make a motion to amend the agenda to add an Executive Session immediately following the TRRC Rural Transit Program Update to discuss potential litigation and a personnel matter. Mr. Terry Nolan seconded the motion and it was carried unanimously by the committee.

REVIEW OF EXECUTIVE DIRECTOR'S SEPTEMBER EXPENDITURES (action item)

Ms. Amanda Turner presented this portion of the agenda. There was one (1) expense for the Department of Community Affairs (DCA) Fall Conference registration for \$235. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Executive Director's September Expenditures; it was seconded by Mr. Thornton and carried unanimously.**

POLICY CHANGES (action items)

Ms. Hope Blakely presented this portion of the agenda. She advised the committee that there were three (3) policy changes that need to be approved. These changes are needed in order to make Three Rivers Regional Commission's (TRRC's) policies current.

EEO and Non-Discrimination Policy

Workforce's EEO policy was updated several months ago and TRRC's EEO and Non-Discrimination Policy was due to be updated as well. This revision includes an expanded explanation of EEO and the Americans with Disabilities Act (ADA).

Anti-Harassment Policy

This is a new policy to be included in TRRC's Personnel Policies. This policy describes the various types of harassment along with the procedures that an employee must take if they are harassed.

Travel Policy Update

TRRC's Travel Policy is based on the state's travel policy and the state recently revised their policy. The revision explains the "high cost" areas and the in-state per diem for overnight travel. **FORMAL ACTION: Mr. Nolan made the motion to accept the Policy Changes as recommended; it was seconded by Mr. Thornton and carried unanimously by the committee.**

AGING MASTERY CONTRACT WITH SOUTHWEST GEORGIA COUNCIL ON AGING (action item)

Ms. Joy Shirley presented this portion of the agenda. This agreement includes training programs that will be taught in the senior centers; the programs are designed to promote and support health in the senior citizens. The Aging Program will receive \$40 per each person that completes the training program. **FORMAL ACTION: Mr. Rainwater made a motion to approve the contract; it was seconded by Mr. Nolan and carried unanimously by the committee.**

DEMENTIA CARE GRANT

Mr. Brian Bruggeman presented this portion of the agenda. The Department of Aging Services (DAS) is offering a Dementia Care Grant. This grant is available to clients that have been diagnosed with dementia. The Aging Program will receive up to \$1,500 per client for completed face-to-face assessments (which will include one on one meetings with the client and counselor, formal assessments, action plans and follow-up visits). The Aging staff will provide the clients with information on services, which will allow the clients to select agencies to provide in-home services, training, respite care, etc. The client can receive \$600 per month to purchase medical supplies, etc. for their care.

MANUFACTURING BASICS AGREEMENT WITH SOUTHERN CRESCENT TECHNICAL COLLEGE (action item)

Ms. Carolyn Mitchell presented this portion of the agenda. This training is offered through Southern Crescent Technical College (SCTC) and is geared to high school graduates with no defined career path or post-secondary education plans. The individuals will be referred to Workforce to determine their eligibility, beginning in June 2020. SCTC will offer basic workplace safety (OSHA 10), workplace etiquette and forklift safety and operation. This 80-hour training program is for 30 participants that reside in Lamar, Pike and Upson Counties; the total cost is \$60,000. **FORMAL ACTION: Mr. Rainwater made the motion to approve the contract as presented given the nature of the (committee's) discussion; it was seconded by Mr. Thornton and carried unanimously.**

WEST GEORGIA TECHNICAL COLLEGE TRAINING PROPOSAL (action item)

Ms. Mitchell presented this portion of the agenda as well. This career readiness-training program is offered through West Georgia Technical College (WGTC). The 40-hour program is available to 250 participants that reside in Carroll, Coweta, Heard, Meriwether and Troup Counties; the training will consist of OSHA 10 as well as forklift safety and operation; the total cost is \$500,000. The committee had the same discussion regarding this contract. The committee reviewed both contracts regarding the total training hours and the costs, which prompted a discussion about

similar training programs but with the difference in training hours and costs. It is understood that the schools set the prices for training, but the committee feels that more details regarding these types of contracts are needed in the future. **FORMAL ACTION: Mr. Rainwater made the motion to approve the contract as presented; it was seconded by Mr. Nolan and carried unanimously.**

TRRC AND COWETA COUNTY MEMORANDUM OF AGREEMENT (action item)

Ms. Pavielle Ludlow presented this portion of the agenda. She advised the committee that this was an annual renewal of the agreement for TRRC to assist in administrating the Coweta County transit system. **FORMAL ACTION: Mr. Thornton made the motion to approve the TRRC and Coweta County Memorandum of Agreement; it was seconded by Mr. Nolan and carried unanimously.**

TRRC RURAL TRANSIT PROGRAM UPDATE

Mr. Kirk Fjelstul advised the committee that the TRRC staff is still trying to close out the months of May and June for FY '19. We still do not have a very clear financial picture with all the changes that are now in place. We have entered a contract with RMS and they are currently our "third party operator." Coweta County stayed with Transitions and may face a deficit; Mr. Fjelstul and staff members have been in contact with the Coweta County administrator. This would be Coweta County's liability and not TRRC's. Mr. Fjelstul reminded the committee that the interim contract with RMS expires at the end of the calendar year; this was a "no-bid" contract due to the emergency and we did receive Georgia Department of Transportation's (GDOT's) approval to do the contract. The Request for Proposals (RFP) is out and we are waiting for responses. Mr. Fjelstul advised that the council could be approving the new contractor at the December 12, 2019 meeting if everything goes according to plan. There is the possibility of hiring another staff member for the Transportation program. We cannot do it at this time, but if the Transportation program continues, the staffing issue will need to be addressed.

EXECUTIVE SESSION

FORMAL ACTION: Mr. Thornton made the motion for the committee to enter into Executive Session to discuss litigation and personnel matters; it was seconded by Mr. Nolan and carried unanimously by the committee.

FORMAL ACTION: Mr. Thornton made the motion to reconvene the Finance, Audit and Administration Committee; it was seconded by Mr. Rainwater and carried unanimously by the committee.

Committee Chair Rivers advised the attendees that we were back in regular session. He also advised that the committee discussed a litigation item and a personnel item during the Executive Session. He further explained that action from that session would mean a move to approve the ratification of hiring of specialized counsel. **FORMAL ACTION: Mr. Thornton made the motion to ratify the action by the executive director and general counsel of retaining special transportation counsel to advise us; Mr. Rainwater seconded the motion and it was carried unanimously.**

FORMAL ACTION: Mr. Thornton made the motion to authorize the executive director in consultation with general counsel to retain litigation counsel; Mr. Bobby Blalock seconded the motion and it was carried unanimously.

FORMAL ACTION: Mr. Thornton made the motion to recommend that the council authorize the Finance Committee to select a consultant to advise us on the transportation issues after the Request for Proposals (RFPs) have been received and in the anticipation of doing that at our November Finance Committee; Mr. Nolan seconded the motion and it was carried unanimously.

EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE REVIEW

Committee Chair Rivers advised everyone that the committee has tabled the Executive Director's Annual Performance Review until the next Finance Committee meeting.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, November 21, 2019, at 12:30 p.m.; the meeting location is the Turin Town Hall in Turin, Georgia.

ADJOURNMENT

Committee Chair Rivers adjourned the meeting after receiving a motion from Mr. Rainwater.

Ken Rivers, Chairman
Finance, Audit and Administration Committee