

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, January 23, 2020 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. Greg Wright, Non-Public Member, Coweta County  
Mr. Jim Thornton, Mayor, City of LaGrange  
Mr. John Rainwater, Lt. Governor's Appointee

Additional Three Rivers Council Members in Attendance

Mr. Terry Agne, Non-Public Member, Carroll County  
Mr. Lee Boone, Chair, Heard County  
Ms. Kathy Knowles, Non-Public Member, Heard County  
Ms. Gwen Flowers-Taylor, Chair, Spalding County  
Mr. Curtis Brown, Jr., Non-Public Member, Troup County

Staff Present

Mr. Kirk Fjelstul, Executive Director  
Ms. Peggi Tingle, Administrative Services Director  
Ms. Amanda Turner, Deputy Administrative Services Director  
Ms. Hope Blakely, HR Manager  
Ms. Jeannie Brantley, Planning Director  
Ms. Joy Shirley, Director, AAA  
Ms. Emily Rogers, Deputy AAA Director  
Ms. Stephanie Glenn, Workforce Development Director  
Ms. Stephanie Matthews, Deputy Workforce Development Director  
Ms. Pavielle Ludlow, Transit Program Manager  
Ms. Jan Perez, Secretary, Administrative Services

#### APPROVAL OF THE DECEMBER 12, 2019 MINUTES (action item)

Mr. Terry Nolan made the motion to approve the December 12, 2019 meeting minutes; it was seconded by Mr. Jim Thornton and carried unanimously by the committee.

#### APPROVAL OF AGENDA (action item)

Mr. John Rainwater made the motion to approve the agenda; it was seconded by Mr. Nolan and carried unanimously.

#### REVIEW OF EXECUTIVE DIRECTOR'S DECEMBER EXPENDITURES (action item)

Committee Chair Rivers mentioned that Mr. Kirk Fjelstul did not have any monthly expenditures for December. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Executive Director's December expenditures; it was seconded by Mr. Nolan and carried unanimously.**

#### REVIEW OF MONTHLY FINANCIAL STATEMENT

Ms. Peggi Tingle advised the committee that a software "glitch" prevented the accounting department from finishing the monthly financial statement. The problem has been corrected and there will be two (2) months of financial statements for the February committee meeting.

#### TRRC PERSONNEL POLICY – POLICY UPDATES

Ms. Hope Blakely presented this portion of the agenda. Several sections of the Personnel Policy must be revised in order to be current. These sections include the following: Recruitment and Selections; Increase in Salaries; Gifts and Gratuities; Resignation and Abandonment of Job. Ms. Blakely provided the revised information to the committee; no action is needed at this time. She requested that the committee review the information and take action at the February meeting.

#### AREA PLAN FY 2021 – 2024

Ms. Joy Shirley presented this portion of the agenda. She advised the members that the Aging Program is in the fourth (4<sup>th</sup>) year of their four-year plan. The program will review Request for Proposals (RFPs) for some of the services that they offer. Ms. Shirley advised the members that no action is needed today; this matter will be brought back before the committee at the February meeting.

#### CORRECTIONAL FACILITY WELDING TRAINING PROGRAM

Ms. Stephanie Glenn presented this portion of the agenda. West Georgia Technical College's (WGTC) Welding Program is requesting the approval of twenty (20) additional slots to be added to the program for the Carroll County Correctional Facility. The program has been approved to train up to thirty (30) Carroll County Correctional Facility inmates. The total cost for the additional twenty (20) participants will be \$185,000, or \$9,250 per each. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Correctional Facility Welding Training Program; it was seconded by Mr. Thornton and carried unanimously.**

## DCA PERFORMANCE AUDIT

Mr. Fjelstul presented this portion of the agenda. The state performs an audit of each regional commission on a yearly basis. Three (3) regional commissions receive a site visit from the state while the other nine (9) receive “desk” reviews. (TRRC received a “desk” review.) Page 9 is the scorecard used to assess the regional commissions’ compliance with certain state laws or regulations. TRRC was in compliance according to this particular scorecard. Page 6 is more target oriented, with the target being 90%; TRRC exceeded the target (91%) under the staff portion of the category. TRRC came close to the target in several of the other categories in this section. While TRRC did achieve an 85% response rate, we still have some local governments that did not respond to the survey that the state forwards to them. Discussion centered on the possibility of an internal customer survey to ask what types of services that our member governments would like for us to offer. Mr. Fjelstul noted that the state is undergoing budget cuts, so this audit may not happen next year.

## WRA TASK ORDER 2 AND 3 and TRRC RURAL TRANSIT PROGRAM UPDATE

Mr. Fjelstul advised the committee that he wanted to combine these two (2) subjects and it wasn’t necessary to go into an executive session to discuss the Rural Transit Program Update. He explained that the WRA Task Order 2 concerns the development of a financial plan. Due to some outstanding finance matters, we were not able to gain a clearer picture of the financial plan in order to process the Task Order 2; that has changed and the Task Order 2 proposal is ready for negotiations regarding the scope of services and the cost for those services. The Task Orders should be ready for discussion at the February committee meeting.

RMS, the new provider, officially came on board on January 1, 2020. They have their own call center and training is ongoing at this time. We only have public buses; the private buses have been removed from service. Mr. Fjelstul reminded the committee that RMS will be paid for service hours only and not trips; this contract adjustment went into effect on July 1, 2019. TRRC will pay Transitions very soon for the July invoice. He reminded the members that we will probably need to have an executive session during the February committee meeting to discuss litigation matters.

## DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, February 27, 2020 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. Nolan.

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Ken Rivers, Chairman  
Finance, Audit and Administration Committee