

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, February 27, 2020 at the Turin Town Hall in Turin, Georgia. Council Chair Jim Thornton presided over the meeting in lieu of Committee Chair Ken Rivers. Chairman Thornton 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. Dustin Koritko, Council Member, City of Newnan
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. Bennie Horton, Commissioner, Lamar County
Ms. Charlene Glover, Mayor, City of Greenville
Mr. Ric Calhoun, Non-Public Member, Pike County
Ms. Gwen Flowers-Taylor, Chair, Spalding County
Mr. Curtis Brown, Jr., Non-Public Member, Troup County
Ms. Hannah Ellington, Non-Public Member, Upson County

Non-Council Members 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. 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. Kim Bennett, Senior Accounting Technician, Administrative Services
Ms. Angela Talley, Accounting Technician, Workforce Development
Ms. Jan Perez, Secretary, Administrative Services

APPROVAL OF JANUARY 23, 2020 MINUTES (action item)

Chairman Thornton asked for a motion to approve the minutes for the January 23, 2020 meeting. Mr. Dustin Koritko made the motion to approve the January 23, 2020 meeting minutes; it was seconded by Mr. Greg Wright and carried unanimously.

APPROVAL OF AGENDA (action item)

Chairman Thornton asked the committee for a motion regarding the agenda's approval. Mr. Koritko made the motion to approve the meeting's agenda; it was seconded by Mr. Wright and carried unanimously.

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

Ms. Amanda Turner presented this portion of the agenda. She advised the members that Mr. Fjelstul's expenditures totaled \$413 for January and that the majority was due to various chamber events. **FORMAL ACTION: Mr. John Rainwater made the motion to approve the expenditures; it was seconded by Mr. Koritko. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

REVIEW OF MONTHLY FINANCIAL STATEMENTS

Ms. Peggi Tingle presented this portion of the agenda. She reviewed the December 2019 monthly financial statements and advised the committee that 50% of funds have been spent. She highlighted some of the expenditures and advised, "we are still in the positive."

TRRC PERSONNEL POLICY – POLICY UPDATES (action item)

Ms. Tingle presented this portion of the agenda. She reminded the committee that Ms. Hope Blakely presented the policy updates at the January meeting; these updates are "just catching up our policies." **FORMAL ACTION: Mr. Rainwater made the motion that the committee recommend approval of the TRRC Personnel Policy Updates to the council; it was seconded by Mr. Wright. Chairman Thornton asked if there was any discussion and Mr. Koritko asked about the "Increase in Salaries" paragraph; he was told that this was already part of the policy and the sentence in bold ("*upon recommendation of Department Director and availability of funds*") was the update to be included in the policy. Several more minutes of discussion followed regarding a schedule of merit being instituted. Mr. Fjelstul volunteered to remove the "Increase in Salaries" update at this time; Mr. Wright stated that he was "comfortable with moving forward with the way that the policy is written"; Mr. Rainwater also remarked, "I will stand by my motion." Chairman Thornton advised that he**

had a motion and a second to move forward with recommending the policies to the council and called for the vote; the motion was carried unanimously.

RESOLUTION FOR AGING AREA PLAN FY 2021-2024 (action item)

Ms. Joy Shirley presented this portion of the agenda. She reminded the members that the Aging Area Plan FY 2021-2024 was discussed during last month's meeting. This is a four (4) year plan that is brought before the committee and council on a yearly basis for approval of the updated information. **FORMAL ACTION: Mr. Koritko made the motion to recommend approval to the council; it was seconded by Mr. Rainwater. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

APPROVAL OF IN-HOME SERVICES SUB-CONTRACTOR FOR SFY 2021-2024 (action item)

Ms. Emily Rogers presented this portion of the agenda. She advised the committee that the Aging Program asks for bids every four (4) years on all contracted services. The sub-contractors (Heard, Troup, Coweta/Newnan, Spalding, Lamar, Pike, Upson, Butts, Carrollton, Villa Rica, Grantville, Manchester and Greenville) for the congregate (meals being served in the senior centers) and home delivered meal programs did not face any competition from other bidders. Proposals were received from All Ways Caring and Help at Home for in-home services, such as homemaker, personal care and respite. All Ways Caring scored higher than the incumbent, Help at Home, and the staff has negotiated with All Ways Caring (their original proposal was to serve 130 individuals) to serve 215 with no decrease in service and the cost per hour decreased from \$21.00 to \$20.50. **FORMAL ACTION: The staff recommends contracting with All Ways Caring for in-home services and the existing cities and counties that are currently providing the congregate and home delivered meal programs. Mr. Wright made the motion to recommend the approval of the contracts to the council; it was seconded by Mr. Koritko. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

RESOLUTION TO CONTACT WITH DHS TRANSIT SERVICES (action item)

Ms. Pavielle Ludlow presented this portion of the agenda. The DHS (Department of Human Services) contract is a part of the TRRC transit system and serves as match for the 5311 Rural Transit Program. She advised that DHS does operate on trip rates and the rates stay the same. **FORMAL ACTION: Mr. Rainwater made the motion to approve the resolution to contract with DHS Transit Services; it was seconded by Mr. Wright. Chairman Thornton asked if there was any other discussion; hearing none, he called for the vote and the motion carried unanimously.**

WRA TASK ORDER 2 (action item)

Mr. Fjelstul presented this portion of the agenda. The WRA Task Order 2 is for the financial plan for the Rural Transit Program. The TRRC staff is in negotiations with WRA regarding services listed in the task order; some of these services can be done in-house and save some money. The maximum cost for this order is \$39,000 and the staff recommends approval of the WRA Task Order 2. There was some discussion about this and how it would affect the different communities.

FORMAL ACTION: Mr. Rainwater made the motion to approve the WRA Task Order 2; it was seconded by Mr. Koritko. Chairman Thornton asked if there was any other discussion; hearing none, he called for the vote and the motion carried unanimously.

TRRC RURAL TRANSIT PROGRAM UPDATE IN EXECUTIVE SESSION

Chairman Thornton asked if there was a motion to enter into executive session. **FORMAL ACTION:** Mr. Wright made the motion to enter into executive session; it was seconded by Mr. Koritko and carried unanimously.

FORMAL ACTION: Mr. Wright made the motion to return to the regular session; it was seconded by Mr. Koritko and carried unanimously.

OTHER BUSINESS

There was nothing presented under this portion of the agenda.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, March 26, 2020 at 12:30 p.m.; the meeting location is the Turin Town Hall in Turin, Georgia.

ADJOURNMENT

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

Ken Rivers, Chairman
Finance, Audit and Administration Committee