

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 25, 2021. Due to the COVID-19 pandemic, the meeting was held via a Zoom video/conference call. Committee Chair Ken Rivers called the meeting to order and welcomed the members. He also gave the invocation and afterwards, led the members in reciting the Pledge of Allegiance. The roll call was taken and the following individuals attended:

Finance, Audit and Administration Committee Members in Attendance

Mr. Ken Rivers, Commissioner, Butts County
Mr. Terry Nolan, Non-Public Member, Butts County
Mr. Dustin Koritko, Council, City of Newnan
Mr. Greg Wright, Non-Public Member, Coweta County
Mr. John Rainwater, Lt. Governor's Appointee
Mr. Norman Allen, Chair, Upson County

Additional Three Rivers Council Members in Attendance

Ms. Kay Pippin, Mayor, City of Jackson
Ms. Charlene Glover, Mayor, City of Greenville
Ms. Gwen Flowers-Taylor, Commissioner, Spalding County

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 Specialist, Administrative Services
Ms. Angela Talley, Accounting Specialist, Administrative Services
Ms. Jan Perez, Secretary, Administrative Services
Ms. Jeannie Brantley, Planning Director
Ms. Kim Dutton, Planner
Mr. Paul Jarrell, Planner
Ms. Joy Shirley, AAA Director
Ms. Emily Rogers, Deputy AAA Director
Ms. Marsha Thompson, Program Manager, AAA
Mr. Tommy Kennedy, Director, Transit Program

Ms. Pavielle Ludlow, Manager, Transit Program
Ms. Stephanie Glenn, Director, Workforce Development
Ms. Stephanie Matthews, Deputy Director, Workforce Development
Mr. Danny Mitchell, Business Services Manager, Workforce Development

APPROVAL OF JANUARY 28, 2021 MINUTES (action item)

Committee Chair Rivers asked for a motion to approve the minutes for the January 28, 2021 committee meeting. Mr. John Rainwater made the motion to approve the January 28, 2021 meeting minutes; it was seconded by Mr. Dustin Koritko and carried unanimously.

APPROVAL OF AGENDA (action item)

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

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

Committee Chair Rivers advised that Mr. Kirk Fjelstul's January expenditures totaled \$103.99. He asked Ms. Amanda Turner if she would like to add anything to the report; Ms. Turner advised that she did not have anything to add. **FORMAL ACTION: Mr. Koritko made the motion to approve the Executive Director's January 2021 Expenditures report in the amount of \$103.99; it was seconded by Mr. Rainwater. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

REVIEW OF DECEMBER FINANCIAL STATEMENTS (action item)

Ms. Peggi Tingle presented this portion of the agenda. The members were provided a copy of the December Financial Statements for their review. **FORMAL ACTION: Mr. Wright made the motion to approve the December 2020 financial statements; it was seconded by Mr. Rainwater. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

AUDIT RFP (action item)

Ms. Turner presented this portion of the agenda. She advised the committee that fifty-eight (58) firms were contacted regarding a Request for Proposal (RFP). Nine (9) firms responded and two (2) of those firms have offices in our region. On February 22, 2021, the Selection Committee (consisting of several staff members) reviewed and evaluated the proposals. The Selection Committee eliminated five (5) firms. One of those eliminated firms was our current auditor, Warren Averett; they failed to provide mandatory documents that were listed in the RFP. The staff's recommendation is to contract with Clifton, Lipford, Hardison & Parker for independent auditing services from June 30, 2021 - 2025. **FORMAL ACTION: Mr. Rainwater made the motion to authorize the Executive Director to negotiate and execute a contract for independent audit services with Clifton, Lipford, Hardison & Parker. The contract will cover five (5) consecutive fiscal years, beginning with fiscal year 2021. The motion was seconded by Mr. Koritko. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

RESOLUTION FOR AGING AREA PLAN (action item)

Ms. Emily Rogers presented this portion of the agenda. She advised the committee that the Aging Area Plan renewal is presented to the committee each February. We are currently in the second (2nd) year of a four (4) year cycle for the Aging Area Plan. Ms. Rogers and the Aging Staff are requesting that the committee approve the Resolution, the Letter of Intent and Standard Assurances for Fiscal Year 2022. **FORMAL ACTION: Mr. Terry Nolan made the motion to approve the annual Resolution, Letter of Intent and Standard Assurances for Fiscal Year 2022, authorizing a contract with the Division of Aging Services and necessary documents, and the submission of a Fiscal Year 2022 budget for the Area Plan; it was seconded by Mr. Koritko. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

PREFERRED COMMUNITY HEALTH PARTNERS CONTRACT RENEWAL (action item)

Ms. Marsha Thompson presented this portion of the agenda. She gave a brief history of the program, which began in 2019. This program is responsible for providing care coordination to Anthem Blue Cross Blue Shield members in TRRC's ten (10) county region. During the past contract year, sixty-nine (69) clients were served for a total of \$17,014.50. This was a major increase from the previous year of serving seven (7) clients for a total of \$1,529.50. **FORMAL ACTION: Mr. Nolan made the motion to approve a renewal of a referral program for in home services with Anthem Blue Cross Blue Shield, through November of 2021. Approval includes execution of a contract and statements of Medicaid and commercial work with Southwest Georgia Council on Aging, as the financial administrator for Georgia. The program is done in partnership with PCHP, which provides the referrals. Mr. Rainwater seconded the motion. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

MASK POLICY FOR TRANSIT BUSES (action item)

Mr. Tommy Kennedy presented this portion of the agenda. He advised the committee that the staff would like them to consider a policy requiring masks while riding on the TRRC public transportation buses. The proposed policy is consistent with the recent federal mask Presidential executive order, Centers for Disease Control (CDC) order and Transportation Security Administration (TSA) directive requiring masks while riding all public transportation. This policy would be in force for the duration of the COVID-19 pandemic. There was some discussion concerning this issue. **FORMAL ACTION: Mr. Rainwater made the motion to approve the policy requiring masks on TRRC transit vehicles; it was seconded by Mr. Nolan. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote. The motion passed with one (1) dissenting vote (Rivers).**

FY 2020 CONTRACT AMENDMENT WITH RMS TRANSIT, INC. FOR RURAL TRANSIT SERVICE (action item)

Mr. Kennedy presented this portion of the agenda. He explained that a contract amendment with RMS Transit, Inc. is needed for a "COVID" rate that will address losses associated with the

pandemic. On August 27, 2020, the council approved a contract amendment with RMS; this particular amendment was prior to any issuance of GDOT guidance and subject to GDOT's approval. Now GDOT has issued guidance and it requires that an adjustment be made in the payment method. The amendment resulting from the guidance will combine the fixed and variable costs into a COVID service hour rate. **FORMAL ACTION: Mr. Koritko made the motion to authorize the Executive Director to negotiate and execute an amendment to the FY 2020 RMS Transit, Inc. contract that includes a negotiated rate consistent with the RFP, or reimbursement for actual expenses that are consistent with GDOT guidance (subject to GDOT approval); it was seconded by Mr. Wright. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

FY 2021 CONTRACT WITH RMS TRANSIT, INC. FOR RURAL TRANSIT SERVICE (action item)

Mr. Kennedy presented this portion of the agenda as well. This particular item is to authorize a contract with RMS Transit, Inc. that includes a "COVID" rate intended to address losses that are associated with the pandemic. The new contract (crafted from GDOT's guidance) joins fixed and variable costs into a COVID service hour rate. This rate will be used for the remainder of the fiscal year or until ridership returns to levels that are closer to what was anticipated before the pandemic. Also, staff would like to include an option for the service hour that is consistent with the original RFP, so that there is an ability to begin making payments in the current fiscal year. **FORMAL ACTION: Mr. Wright made the motion to authorize the Executive Director to negotiate and execute the FY 2021 contract with RMS Transit, Inc. that includes a negotiated rate consistent with the RFP, or reimbursement for actual expenses that are consistent with GDOT guidance (subject to GDOT approval); it was seconded by Mr. Nolan. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

COMMITTEE MEETINGS DISCUSSION

Mr. Fjelstul presented this portion of the agenda. He advised that he believed that the committee's consensus was to add an Executive Committee, which would be like the Finance, Audit and Administration Committee with decision-making authority. It was decided to ask the council to give the ideas consideration and at a future council meeting to discuss the ideas concerning the Executive Committee and the need for such a committee.

OTHER BUSINESS

Mr. Nolan asked about the status of the pending litigation and was advised by Mr. Fjelstul that we would arrange an Executive Session during next month's meeting to discuss this matter.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, March 25, 2021 at 12:30 p.m.; additional meeting details will follow.

ADJOURNMENT

Committee Chair Rivers adjourned the meeting after receiving a motion from Mr. Wright and a second from Mr. Koritko.

Ken Rivers, Chairman
Finance, Audit and Administration Committee