

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, April 22, 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. Donna Armstrong-Lackey, Non-Public Member, Carroll County
Ms. Charlene Glover, Mayor, City of Greenville
Ms. Gwen Flowers-Taylor, Commissioner, Spalding County
Mr. Doug Hollberg, Mayor, City of Griffin

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Amanda Turner, Deputy Administrative Services Director
Ms. Hope Blakely, HR Manager/EO Officer
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
Mr. Tommy Kennedy, Director, Transit Program
Ms. Stephanie Glenn, Director, Workforce Development

APPROVAL OF MARCH 25, 2021 MINUTES (action item)

Committee Chair Rivers asked for a motion to approve the minutes for the March 25, 2021 committee meeting. Mr. Terry Nolan made the motion to approve the March 25, 2021 meeting minutes; it was seconded by Mr. John Rainwater and carried unanimously.

APPROVAL OF AGENDA (action item)

Committee Chair Rivers advised the committee that the agenda needed to be amended to include another topic for discussion, *Title V*. He asked for a motion concerning the amendment of the agenda. Mr. Greg Wright made the motion to approve the agenda as amended; it was seconded by Mr. Nolan and carried unanimously.

TITLE V

Mr. Kirk Fjelstul presented this portion of the agenda. He advised the members that the Title V Program is one where older adults are paid to receive training from a local sponsor. The match is in-kind training or supervision from the sponsor, but due to the pandemic, the local sponsors have had to shut down. The in-kind match was not available, but the state asked that the adults be paid. The state has not committed to pay the match and this leaves TRRC potentially responsible for the in-kind match. If the program were stopped today and the issue not resolved, TRRC's liability is around \$23,000; if the program operates until the end of the fiscal year, then the financial liability increases to \$43,000. The state may help with match, but we cannot get confirmation on that issue. The staff recommends to authorize the Executive Director to suspend the Title V Program at any time, if after working with the state, the issue of match is not getting resolved. Committee Chair Rivers asked for a motion regarding this subject. **FORMAL ACTION: Mr. Rainwater made the motion to authorize the Executive Director to suspend the Title V Program at any time, if after working with the state, the issue of match is not getting resolved; Mr. Wright seconded the motion. After a few questions, Committee Chair Rivers called for the vote and the motion passed unanimously.**

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

Committee Chair Rivers advised that Mr. Fjelstul's March expenditures totaled \$529.70, which included Zoom subscription renewals and two (2) chamber events. After a few questions, Committee Chair Rivers asked for a motion concerning the expenditures. **FORMAL ACTION: Mr. Nolan made the motion to approve the Executive Director's March 2021 Expenditures report in the amount of \$529.70; 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 FEBRUARY FINANCIAL STATEMENTS (action item)

Ms. Amanda Turner presented this portion of the agenda. The members were provided a copy of the February Financial Statements for their review. The committee participated in a brief question and answer session and then Committee Chair Rivers asked for a motion regarding the February Financial Statements. **FORMAL ACTION: Mr. Rainwater made the motion to approve the monthly financial statements for February 2021; it was seconded by Mr. Wright. Committee Chair Rivers asked if there was any additional discussion; hearing none, he called for the vote and the motion carried unanimously.**

HEALTH INSURANCE (action item)

Ms. Hope Blakely presented this portion of the agenda. She advised the committee that we have not received all quotes yet and we are waiting on this information from our new insurance broker. The staff open enrollment period is mid-May and a decision will need to be made prior to the June TRRC Council meeting. The staff recommendation is to delegate authority to the Finance, Audit and Administration Committee to authorize annual health benefits. Committee Chair Rivers asked for a motion regarding the staff's recommendation. **FORMAL ACTION: Mr. Wright made the motion to delegate authority to the Finance, Audit and Administration Committee to authorize annual health benefits; 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.**

LETTER OF EXTENSION FOR MANAGED IT SERVICES (action item)

Ms. Jeannie Brantley presented this portion of the agenda. She advised VC3 provides the managed IT services for TRRC. At various times, we have had to ask for additional services that produced contracts for those services. We are requesting an extension that will align all contracts to the same maturity date of March 2022. Committee Chair Rivers asked for a motion concerning this topic. **FORMAL ACTION: Mr. Nolan made the motion to authorize the Executive Director to negotiate and execute an extension of agreements with VC3 services through March 2022; 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.**

AUTHORIZE COUNTY TRANSIT CONTRACT RENEWALS FOR FY '22 (action item)

Mr. Tommy Kennedy presented this portion of the agenda. He advised that there were minor adjustments to the contracts and that these were annual contract renewals. After several additional remarks, Mr. Kennedy and Mr. Fjelstul answered questions from the committee. Committee Chair Rivers asked for a motion concerning the transit contracts. **FORMAL ACTION: Mr. Dustin Koritko made the motion to authorize the Executive Director to negotiate, upgrade and renew existing transit contracts with counties and partners for FY '22 as follows:**

- **5311 Transit County contracts with Butts, Carroll, Lamar, Meriwether, Pike, Spalding, Upson, and the city of Griffin**
- **DHS contracts with Carroll County Training Center, Heard County and Troup County**
- **Agreement with Coweta County to administer the Coweta 5311 Transit program.**

Mr. Rainwater seconded the motion. Committee Chair Rivers asked if there was any additional discussion; hearing none, he called for the vote and the motion carried unanimously.

OTHER BUSINESS

There was nothing mentioned under this portion of the agenda.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, May 27, 2021 at 12:30 p.m.; additional meeting details will follow.

ADJOURNMENT

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

Ken Rivers, Chairman
Finance, Audit and Administration Committee