

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 28, 2022 at the Turin Town Hall in Turin, Georgia. Mr. John Rainwater presided over the meeting in lieu of Committee Chair Ken Rivers. Mr. Rainwater called the meeting to order and welcomed the members. The roll call was taken and the following individuals attended:

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. Doug Hollberg, Mayor, City of Griffin
Mr. John Rainwater, Lt. Governor's Appointee

Council Members in Attendance

Mr. Curtis Brown, Jr., Non-Public Member, Troup County
Mr. Lee Boone, Chair, Heard County
Ms. Kathy Knowles, Non-Public Member, Heard County
Ms. Adrienne Shales, Non-Public Member, Upson County

Guests in Attendance

Ms. Kim Dutton, Planner, Coweta County

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Angela Jackson, Administrative Services Director
Ms. Mandy Nicholson, HR Manager
Ms. Jan Perez, Secretary, Administrative Services
Ms. Jeannie Brantley, Planning Director
Mr. Paul Jarrell, Planner
Mr. Brandon Lounsbury, Economic Development Specialist
Mr. Tommy Kennedy, Transit Program Director
Ms. Stephanie Glenn, Workforce Development Director

Ms. Stephanie Matthews, Deputy Workforce Development Director

APPROVAL OF THE MARCH 24, 2022 MINUTES (action item)

Mr. Rainwater asked for a motion to approve the March 24, 2022 meeting minutes. Mr. Dustin Koritko made the motion to approve the March 24, 2022 meeting minutes; it was seconded by Mr. Doug Hollberg and carried unanimously.

APPROVAL OF AGENDA (action item)

Mr. Rainwater asked for a motion to approve the agenda. Mr. Greg Wright made the motion to approve the agenda; it was seconded by Mr. Koritko and carried unanimously.

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

Ms. Jan Perez presented this portion of the agenda. She advised the committee that Mr. Kirk Fjelstul did not have any expenditures for the month of March. Mr. Rainwater asked for a motion concerning the expenditures. **FORMAL ACTION: Mr. Koritko made the motion to approve the Executive Director's March 2022 expenditures report and there were no expenses; it was seconded by Mr. Wright and carried unanimously.**

HEALTH INSURANCE (action item)

Mr. Kirk Fjelstul presented this portion of the agenda. He explained that he had participated in a recent meeting with other key personnel and our current insurance broker. Our broker has compared quotes from CIGNA (our current insurance carrier) and other companies. It was determined that CIGNA's rate increased 4%, which is lower than any other quote that was received. The 4% equals an \$18,000 increase to TRRC. There were several minutes of discussion before Mr. Rainwater asked for a motion concerning this subject. **FORMAL ACTION: Mr. Wright made the motion to approve the renewal of the employee health plan with CIGNA with the 4% increase; it was seconded by Mr. Koritko and carried unanimously.**

APPROVAL OF FY 2021 INDEPENDENT AUDIT (action item)

Ms. Angela Jackson presented this portion of the agenda. She provided a brief overview of the final audit document to the members. A pdf copy of the audit was sent via email to each committee member as well as the council. It was noted that that TRRC has received an "unmodified" opinion. A few questions were asked before Mr. Rainwater called for the motion. **FORMAL ACTION: Mr. Wright made the motion to accept the audit as presented; it was seconded by Mr. Koritko and carried unanimously.**

AUTHORIZE COUNTY TRANSIT CONTRACT RENEWALS FOR FY '23 (action item)

Mr. Tommy Kennedy presented this portion of the agenda. He gave the members a brief overview of the various county contracts and answered any questions that the members had. After a few additional minutes of discussion, Mr. Rainwater asked for a motion concerning the County Transit Contract Renewals for FY '23. **FORMAL ACTION: Mr. Koritko made the motion to approve as presented; it was seconded by Mr. Wright and carried unanimously.** Mr. Kennedy added

that there is no need to amend the TRRC transportation mask policy since it mimics the federal (TSA) policy, which reverted to pre-pandemic conditions.

TRANSIT UPDATE

Mr. Kennedy presented this portion of the agenda. He advised that this update was for informational purposes. He discussed the following aspects of the Transit Program:

Additional Department of Human Services (DHS) Funding for FY '22 – DHS has approved a temporary emergency rate of \$32.45 per trip (\$2.45 for administrative costs and \$30.00 for operations); this rate may be used as long as the DHS budget can support it.

Projected DHS FY '23 Rates – DHS has indicated that they will increase the rates per trip for FY '23, but we are still waiting for information.

Rate Agreement with RMS Transit for FY '22 – TRRC Transit has signed an agreement with RMS Transit to pay \$44.00 per service hour for the period of July 1, 2021 through June 30, 2022; we are currently waiting for GDOT's written confirmation for this rate.

Status of FY '22 Georgia Department of Transportation (GDOT) Supplemental Request – TRRC Transit submitted a supplemental request to GDOT at the end of February for FY '22 and this request is close to the final approval. If it is approved, it should provide approximately \$125,000 in additional funding for FY '22.

Status of GDOT FY '23 Grant Application – GDOT has notified TRRC that the FY '23 5311 grant application projects have been approved with the requested amounts; we should receive formal contracts soon. The projects funded by GDOT are as follows:

Two (2) expansion vehicles	\$129,732
Mobility management.....	\$105,268
Operating assistance up to 50% federal share...	\$2,006,000
TOTAL.....	\$2,241,000

Mr. Kennedy did mention that ridership was increasing.

RANSOMWARE ATTACK UPDATE

Mr. Fjelstul presented this portion of the agenda. Several rounds of notification letters have been mailed to various individuals; another round of letters are scheduled for be mailed soon. He advised that two (2) committees (comprised of staff) meet on a weekly basis to discuss the ransomware attack as well as documents that are in the system, etc.

DOCUMENT RETENTION SCHEDULES (action item)

Mr. Fjelstul presented this portion of the agenda. He advised that a committee (made of staff members) is reviewing document retention schedules. It appears that 7 years is the “magic” number for keeping documents. The various contracts that are in place also specify how long documents are to be kept. The committee participated in several minutes of discussion, before determining that this should be an action item. Mr. Rainwater asked for a motion concerning

Document Retention Schedules. **FORMAL ACTION: Mr. Koritko made the motion to approve the policy (all physical and electronic files created or saved as a part of the grant contracts and subcontracts related to Aging and Workforce shall have the retention schedule contained in the grant contracts, or other written guidance from the grant issuers); it was seconded by Mr. Wright and carried unanimously.**

EXECUTIVE SESSION TO DISCUSS PENDING OR THREATENED LITIGATION

Mr. Fjelstul presented this portion of the agenda. He noted that there was no need to move into Executive Session since the case has been settled.

OTHER BUSINESS

Nothing was 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 26, 2022 at 12:30 p.m.; additional meeting details will follow.

ADJOURNMENT

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

Ken Rivers, Chairman
Finance, Audit and Administration Committee