

TO: COUNCIL, THREE RIVERS REGIONAL COMMISSION

FROM: MS. FAYE PERDUE, SECRETARY, THREE RIVERS REGIONAL COUNCIL

SUBJECT: MINUTES OF MEETING HELD OCTOBER 25, 2018

The Regional Council of the Three Rivers Regional Commission held its meeting at 2:00 p.m. on Thursday, October 25, 2018 at the Sharpsburg Town Hall in Sharpsburg, Georgia.

WELCOME, CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Chairman Jim Thornton welcomed the attendees and called the meeting to order. He then asked Mr. Richard English, Jr., to give the invocation; afterwards Chairman Thornton led the members in reciting the Pledge of Allegiance.

Regional Council Members in Attendance

Mr. Ken Rivers, Commissioner, Butts County
Ms. Kay Pippin, Mayor, City of Jackson
Ms. Shirley Marchman, Council Member, City of Villa Rica
Ms. Donna Armstrong-Lackey, Non-Public Member, Carroll County
Mr. Dustin Koritko, Council Member, City of Newnan
Mr. Greg Wright, Non-Public Member, Coweta County
Mr. Denney Rogers, Mayor, City of Ephesus
Mr. Bennie Horton, Commissioner, Lamar County
Mr. Peter Banks, Mayor, City of Barnesville
Mr. Alfred "Buster" McCoy, Chairman, Meriwether County
Ms. Charlene Glover, Mayor, City of Greenville
Ms. Faye Perdue, Non-Public Member, Meriwether County
Mr. Briar Johnson, Chairman, Pike County
Mr. Raymond Ray, Chairman, Spalding County
Mr. Douglas Hollberg, Chairman, City of Griffin
Mr. Richard English, Jr., Commissioner, Troup County
Mr. Jim Thornton, Mayor, City of LaGrange
Mr. Curtis Brown, Jr., Non-Public Member, Troup County

Regional Council Members Absent

Mr. Marty Smith, Chairman, Carroll County
Mr. Tim Lassetter, Commissioner, Coweta County
Mr. Lee Boone, Chairman, Heard County
Ms. Kathy Knowles, Non-Public Member, Heard County
Mr. Irvin Trice, Non-Public Member, Lamar County
Mr. Bobby Blalock, Mayor, City of Zebulon
Mr. Charles Jones, Non-Public Member, Spalding County
Mr. Norman Allen, Chairman, Upson County
Mr. J. D. Stallings, Mayor, City of Thomaston
Ms. Sallie Barker, Non-Public Member, Upson County
Mr. John Edwards, Governor's Appointee
Mr. John Rainwater, Lt. Governor's Appointee

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Peggi Tingle, Administrative Services Director
Ms. Jeannie Brantley, Planning Director
Mr. Paul Jarrell, Planner
Ms. Joy Shirley, Director, Area Agency on Aging
Ms. Hope Blakely, HR Generalist
Ms. Pavielle Ludlow, Transit Manager
Ms. Stephanie Glenn, Interim Workforce Director
Ms. Stephanie Matthews, Workforce Youth Services Manager
Ms. Jan Perez, Secretary

APPROVAL OF AGENDA (action item)

Chairman Thornton asked the members to review and approve the agenda. Mr. Douglas Hollberg made the motion to approve the agenda; it was seconded by Mr. Peter Banks. Mr. Greg Wright asked if the "Milliken Contract Extension" needed to be placed on the agenda; Chairman Thornton verified that the item needed to be added. Mr. Hollberg amended his motion to add "Milliken Contract Extension" under the Finance Committee report; it was seconded by Ms. Shirley Marchman and carried unanimously.

APPROVAL OF MINUTES – AUGUST 23, 2018 (action item)

Chairman Thornton asked the members for a motion to approve the August 23, 2018 meeting minutes. Ms. Donna Armstrong-Lackey made the motion that the council approve the August 23, 2018 meeting minutes; it was seconded by Ms. Charlene Glover and carried unanimously.

CHAIRMAN'S REPORT

Chairman Thornton advised the members that he did not have anything to report and proceeded to the next item on the agenda.

PRESENTATIONS/DELEGATIONS

There were no presentations or delegations for today's meeting.

EXECUTIVE DIRECTOR'S REPORT

Mr. Fjelstul advised the members that both committees (Planning and Projects and Finance, Audit and Administration) have met on a monthly basis to discuss various matters. One of the items that the Planning and Projects Committee has discussed is the Regional Plan. He asked Mr. Paul Jarrell to give a brief update on the Regional Plan that the Planning and Projects has worked on recently. Mr. Jarrell advised the council that committee has focused on establishing our regional identity. A total of six (6) "listening sessions" have been held over the past few weeks; three (3) of these sessions were required, but the committee and staff want to include the public as much as possible in these sessions. The staff proceeded to schedule the additional sessions in various locations in order to accommodate attendance by the public. The committee and the Planning staff have gathered the feedback from the sessions and are working to compile the data. Mr. Jarrell noted that social media as well as newspapers, etc. were used to promote the meetings and that attendance for the sessions was good. He reminded the council that the Regional Plan is a five (5) year update; the staff is working to combine the Regional Plan and the Comprehensive Economic Development Strategy (CEDS) into one document. The next step is meeting with the Planning and Projects Committee and their committee appointees, the "Executive Team;" this group will have several meetings extending from November through March in which they will fine-tune the plan. Mr. Jarrell thanked Mr. Curtis Brown, Jr., for his guidance with promoting the meetings and to the council members that participated in the short informational videos that the Planning staff recorded. Mr. Fjelstul thanked the Planning and Projects Committee, their appointees, Mr. Brown and Mr. Hollberg for his assistance with promoting the Griffin meeting; Mr. Hollberg is responsible for a front page article in the Griffin Daily News on the day of meeting which generated additional interest and public attendance at the session.

Board Retreat

The retreat is scheduled for December 5 – 6, 2018 at the Great Wolf Lodge in LaGrange. Currently, twenty-one (21) council members are attending; fourteen (14) guests are attending as well. The tentative schedule is for work to begin at 2:00 p.m. on Wednesday (12/5) with a reception and dinner later. The next day is packed with sessions, beginning at 8:30 a.m. and ending at 3:00 p.m. A council meeting is also scheduled for Thursday, so it is crucial that we have enough members for a quorum and to conduct business.

Mission/Vision Statement

The draft Mission/Vision Statement has been circulated among the council and committees and they were asked to submit any possible changes that they would like to see made; no changes have been received from them. However, the TRRC employees have submitted their suggestions and these are currently being reviewed and will be presented to the Planning & Projects committee in November. It was noted that the employees' suggestions are more program oriented.

Audits Timing

Mr. Fjelstul wanted the council to be aware of two (2) audits that are being conducted at this time; one is the state annual audit where a draft audit document was recently received. The information will be presented to the committee and council in February. The second audit is the one from the Georgia Department of Transportation (GDOT); this audit has been ongoing for eighteen (18) months and it is hopeful that we may receive a draft within the next thirty (30) days.

COMMITTEE REPORTS

Finance, Audit and Administration Committee

Chairman Thornton advised the members that the Finance, Audit and Administration Committee Chair Ken Rivers would present this portion of the report. Committee Chair Rivers mentioned that the Finance, Audit and Administration Committee met earlier today; however, the committee could only discuss items since they did not have enough members for a quorum. Since these items will not be considered a committee report, the council will need to issue motions and vote on the necessary matters.

October 25, 2018 Meeting:

July Financial Reports

Committee Chair Rivers advised the council that the Finance, Audit and Administration Committee reviewed the July Financial Reports. The Fund Balance (the policy was recently approved) was not included on the financials since the accounting staff did not receive all contract revenues. The committee members did have questions regarding the Fund Balance; it was determined that the committee would discuss this policy again at their next meeting. Committee Chair Rivers did advise the members that there were no issues with the July Financial Reports and made the motion that the council accept the reports; Mr. Wright seconded the motion. Chairman Thornton called for any questions or discussion; hearing none, he proceeded with the vote. **FORMAL ACTION: The motion to accept the July Financial Reports was carried unanimously.**

Bank Account and Reconciliation Policy and Drawdown Policy and Procedures Review

Committee Chair Rivers mentioned that Ms. Peggi Tingle had briefed the committee members on these policies. The auditors have recommended these policies and the TRRC staff has placed them in writing to comply with the auditors. Committee Chair Rivers made the motion that the council approve this procedure; it was seconded by Mr. Peter Banks. Chairman Thornton asked if there was any discussion and there was none. **FORMAL ACTION: He proceeded with the vote; the council voted unanimously to approve the Bank Account and Reconciliation Policy and Drawdown Policy and Procedures.** Mr. Fjelstul advised the members that there was some previous discussion regarding additional wording to identify the council members that are approved as signatories on the checks; their names will not be listed but will state that they are approved by the council to be signatories.

FY 20 TRRC Transit Services Request for Proposals (RFP)

Committee Chair Rivers noted that the Transit Services Request of Proposals (RFP) is done every five (5) years; the next RFP period is FY 20 but the Transportation staff would like to get a head start on the

process. This data is for informational purposes only and there is no action required by the council.

FY 20 5311 Grant Application (action item)

Committee Chair Rivers noted that the FY 20 5311 Grant Application is one that the Transportation staff applies for on an annual basis and that council's approval is needed in order to proceed. He made the motion that the council approve the FY 20 5311 Grant Application; it was seconded by Mr. Brown. Chairman Thornton asked if there was any discussion and there was none. **FORMAL ACTION: Chairman Thornton proceeded with the vote; the council voted unanimously to approve the FY 20 5311 Grant Application.**

Amendment to Workforce Board Roles and Responsibilities MOU (action item)

Committee Chair Rivers advised that this amendment was a change in structure and that the Workforce Board has already approved this amendment. He encouraged the members to review the information (which is provided in their packets) and made the motion to approve the amendment; Mr. Wright seconded the motion. Chairman Thornton asked if there was any discussion and there was none. **FORMAL ACTION: Chairman Thornton proceeded with the vote; the council voted unanimously to approve the Amendment to Workforce Board Roles and Responsibilities MOU.**

City of Milner OJT Contract (action item)

Committee Chair Rivers explained that the City of Milner OJT Contract was one to provide funds to the City of Milner for on the job training for the addition of an administrative staff member as well as one (1) Public Works employee. The contract is valued at \$14,220 and the money is in the budget. He then made the motion to approve the contract; it was seconded by Mr. Banks. Chairman Thornton asked if there was any discussion and there was none. **FORMAL ACTION: Chairman Thornton proceeded with the vote; the council voted unanimously to approve the City of Milner OJT Contract.**

Industry Essentials Program (action item)

Committee Chair Rivers advised that Industry Essentials Program was the next item up for discussion. He reminded the members that they had previously discussed that money is being returned to the state since youth programs were not being well received in some areas. The Industry Essentials Program is geared to youths who will receive occupational training from Southern Crescent Technical College. The program will cost \$45,000 and the money is in the budget. He then made the motion to approve the program; it was seconded by Ms. Faye Perdue. Chairman Thornton asked if there was any discussion and Ms. Glover asked what type of training would be provided. Ms. Stephanie Glenn answered that the participants would receive OSHA 10 certification, Georgia Best soft skills training and forklift training. **FORMAL ACTION: Chairman Thornton proceeded with the vote; the council voted unanimously to approve the Industry Essentials Program.**

Correctional Forklift Training Program (action item)

Committee Chair Rivers reported that the Correctional Forklift Training Program was initially in Troup County and very successful; Spalding County has shown interest in offering this program at their correctional institution for fifty (50) inmates. The program's cost would be \$15,000, which would be \$300.00 per participant. Committee Chair Rivers made the motion to approve the training program; it

was seconded by Ms. Armstrong-Lackey. Chairman Thornton asked if there was any discussion and Mr. Alfred McCoy asked for clarification concerning the participants. Committee Chair Rivers explained that the participants would be inmates of the Spalding County Correctional Institute; Mr. McCoy then asked about if the participants would receive OSHA 10 forklift training and Committee Chair Rivers' answer was "yes." Chairman Thornton asked if there was any additional discussion and there was none. **FORMAL ACTION: Chairman Thornton proceeded with the vote; the council voted unanimously to approve the Correctional Forklift Training Program.**

Milliken Contract Extension (action item)

Committee Chair Rivers spoke of the Milliken Contract Extension. The Milliken Contract provided job training on new machinery; the company did not use all of the funding and has requested an extension of the original contract. Committee Chair Rivers made the motion to approve the Milliken Contract Extension; it was seconded by Mr. Dustin Koritko. Chairman Thornton asked if there was any discussion and there was none. **FORMAL ACTION: He proceeded with the vote; the council voted unanimously to approve the Milliken Contract Extension.**

Executive Director Annual Review

Committee Chair Rivers reported that Mr. Fjelstul had submitted a List of Accomplishments to the committee; each council member also has a copy for their review. The committee read the entire report; all accomplishments were found to be true. In addition to items listed in the report, the committee would like to see a list of what he (executive director) would like to see accomplished in the future. The council was advised that this is not an action item for today. Mr. Fjelstul will amend the list to include the items that the Finance, Audit and Administration Committee requested; this will be discussed again at the next committee meeting. Committee Chair Rivers encouraged the council to contact the Finance, Audit and Administration Committee if they have any input regarding the list. He also requested that an electronic copy of the list of accomplishments be forwarded to the council members along with his (Rivers) contact information.

Planning and Projects Committee

Chairman Thornton advised the members that the Planning and Projects Committee Chair Briar Johnson would present this portion of the report.

September 27, 2018 Meeting:

Adoption Resolution for the TRRC Annual Implementation Program (Regional Plan Update) (action item)

Committee Chair Johnson reported that the Planning and Projects Committee discussed the Adoption Resolution for the TRRC Annual Implementation Program (Regional Plan Update) during the September meeting; the committee voted to approve the resolution. Committee Chair Johnson asked the council for a motion to approve the Adoption Resolution for the TRRC Annual Implementation Program. Ms. Kay Pippin made the motion to approve the Adoption Resolution; it was seconded by Mr. English. Chairman Thornton asked if there was any discussion and there was none. **FORMAL ACTION: He proceeded with the vote; the council voted unanimously to approve Adoption Resolution for the TRRC Annual Implementation Program (Regional Plan Update).**

Kick-Off Meeting (Public Hearing) for the TRRC Regional Plan

Committee Chair Johnson asked Mr. Fjelstul to speak about the Kick-Off Meeting (Public Hearing) for the TRRC Regional Plan. Mr. Fjelstul reminded the members that the kick-off meeting was held in conjunction with the September 27th Planning and Projects Committee meeting. The committee members were in attendance along with the individuals that they appointed to serve as members of the “Executive Team.” Ms. Cymone Haiju made the presentation to the attendees at the September meeting in which the Regional Plan was explained and the step by step process to achieve the final product. Ms. Pippin asked if a summary of the first session as well as a schedule of the future meetings could be sent to the appointees. Committee Chair Johnson concluded his report.

Workforce Board

Ms. Armstrong-Lackey had nothing to report under this portion of the agenda.

Old Business

Nothing was presented during this portion of the agenda.

New Business

Nothing was presented during this portion of the agenda.

Other Business

Nothing was presented during this portion of the agenda.

Good of the Order

Ms. Perdue announced that the Meriwether Covered Bridge Dinner is scheduled for November 3, 2018. The event begins at 5:30 p.m. and the tickets are \$70 each. Ms. Perdue encouraged the members to contact her for additional event information.

Mr. Hollberg extended an “atta boy” to Mr. Jarrell and the Planning Staff for their work on the City of Griffin’s Comprehensive Plan.

Ms. Glover mentioned that she appreciates the executive director’s review that was mentioned during today’s meeting.

Ms. Glenn advised the members that some Workforce Development informational materials were on each table and to take these documents with them to share with their community.

Ms. Pippin mentioned that she was contacted by a local civic organization that would like to hold a meeting regarding all the new trails that are being built in our region. The group is interested in the connectivity potential for the new trails in the different areas.

Date and Location of Next Meeting

Chairman Thornton announced that the next meeting would be December 6, 2018 during the council retreat. The meeting location is the Great Wolf Lodge, 150 Tom Hall Parkway, LaGrange, Georgia 30240.

Adjournment

Chairman Thornton adjourned the meeting after receiving no objections from the council.

Faye Perdue, Secretary