

TO: COUNCIL, THREE RIVERS REGIONAL COMMISSION

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

SUBJECT: MINUTES OF MEETING HELD DECEMBER 6, 2018

The Regional Council of the Three Rivers Regional Commission held its meeting at 8:30 a.m. on Thursday, December 6, 2018 at the Great Wolf Lodge in LaGrange, Georgia. The council meeting was held in conjunction with the Council Retreat, which began on Wednesday, December 5, with a working session for all attendees. It was noted that the council approved the retreat/workshop and meeting agenda on Wednesday, December 5, 2018.

WELCOME and CALL TO ORDER

Chairman Jim Thornton welcomed the attendees and called the meeting to order.

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
Mr. Dustin Koritko, Council Member, City of Newnan
Mr. Greg Wright, Non-Public Member, Coweta County
Mr. Lee Boone, Chairman, Heard County
Mr. Denney Rogers, Mayor, City of Ephesus
Ms. Kathy Knowles, Non-Public Member, Heard County
Mr. Bennie Horton, Commissioner, Lamar County
Mr. Irvin Trice, Non-Public Member, Lamar County
Mr. Alfred "Buster" McCoy, Chairman, Meriwether County
Ms. Charlene Glover, Mayor, City of Greenville
Ms. Faye Perdue, Non-Public Member, Meriwether 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
Mr. Norman Allen, Chairman, Upson County
Mr. J. D. Stallings, Mayor, City of Thomaston
Mr. John Rainwater, Lt. Governor's Appointee

Regional Council Members Absent

Mr. Marty Smith, Chairman, Carroll County
Ms. Donna Armstrong-Lackey, Non-Public Member, Carroll County
Mr. Tim Lassetter, Commissioner, Coweta County
Mr. Peter Banks, Mayor, City of Barnesville
Mr. Briar Johnson, Chairman, Pike County
Mr. Bobby Blalock, Mayor, City of Zebulon
Mr. Raymond Ray, Chairman, Spalding County
Mr. Charles Jones, Non-Public Member, Spalding County
Ms. Sallie Barker, Non-Public Member, Upson County
Mr. John Edwards, Governor's Appointee

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. Hope Blakely, HR Generalist
Ms. Jan Perez, Secretary

APPROVAL OF MINUTES – OCTOBER 25, 2018 (action item)

Chairman Thornton asked the members for a motion to approve the October 25, 2018 meeting minutes. Mr. Dustin Koritko made the motion that the council approve the October 25, 2018 meeting minutes; it was seconded by Ms. Kay Pippin and carried unanimously.

Finance, Audit and Administration Committee Report

Committee Chair Ken Rivers gave the Finance, Audit and Administration Committee report to the council members. He advised the members that the committee met on November 29, 2018 and the following topics were discussed at that time.

FY18 Independent Audit (action item)

Committee Chair Rivers mentioned that the FY18 Independent Audit was presented, but due to pending issues, the audit is not ready for recommendation at this time. It was noted that the independent audit does not have findings, but the pending Georgia Department of Transportation (GDOT) audit has to be resolved before the Finance, Audit and Administration Committee can make any recommendation regarding the independent audit. Chairman Thornton reiterated that there would be no action on the independent audit today with Committee Chair Rivers agreeing with his (Thornton's) statement.

Updating Attendance and Leave Policy (action item)

Committee Chair Rivers advised the council that Ms. Hope Blakely presented the updated policy at the November 29th committee meeting. The policy has been revised to include a flexible schedule and flex time component; there are several types of work schedules (flexible, telecommute and compressed) that will be available to the employees; these work schedules cannot be interchangeable. Committee Chair Rivers advised the members that the committee's recommendation is to approve the Updated Attendance and Leave Policy. **FORMAL ACTION: Chairman Thornton accepted the committee's recommendation as a motion and stated that a second was not needed. He then asked if there was any discussion or questions; hearing none, he called for the vote. The council voted unanimously to approve the Updated Attendance and Leave Policy.**

Approval of Authorizing Resolution for the FY20 5304 Project Application (action item)

Committee Chair Rivers mentioned that the 5304 Project Application is an application that is submitted on an annual basis; the authorizing resolution is a part of the application that must be submitted. **FORMAL ACTION: He advised the council that the Finance, Audit and Administration Committee recommended the approval of the Authorizing Resolution for the FY20 5304 Project Application. Chairman Thornton accepted the recommendation and asked if there was any discussion; hearing none, he called for the vote. The council voted unanimously to approve the Authorizing Resolution for the FY20 5304 Project Application.**

Business Services Contract Approval Process (action item)

Committee Chair Rivers mentioned that Ms. Stephanie Glenn presented the Business Services Contract Approval Process during last week's committee meeting. This contract approval process is one that will be reviewed on an annual basis. **FORMAL ACTION: Committee Chair Rivers advised the members that the committee recommended approval of the Business Services contract process. Chairman Thornton accepted the committee's recommendation and asked if there was any discussion; hearing none, he called for the vote. The council voted unanimously to approve the Business Services Contract Approval Process.**

Executive Director Annual Review (action item)

Committee Chair Rivers reminded the council that the executive director submitted a list of accomplishments, which previously were emailed to them. At the time that the report was emailed, Committee Chair Rivers asked the members to send any comments or questions to him (Rivers); he did not receive any emails in response. The Finance, Audit and Administration Committee met last week and discussed the report; the committee issued the following statement:

The Finance, Audit, and Administration Committee finds the Director's Report of Accomplishments to be adequate. The Director has made strides in keeping policies up to date in all departments. We find the path and future direction of the Director to be in line with the goals of the committee.

FORMAL ACTION: Committee Chair Rivers advised the members that committee's recommendation was to approve the Executive Director Annual Review and Report of Accomplishments. Chairman Thornton accepted the committee's recommendation and asked if there was any discussion; hearing none, he then called for the vote. The council voted unanimously to approve the Executive Director

Annual Review and Report of Accomplishments.

Chairman Thornton asked if anyone would like to share news for the good of the order. Nothing was mentioned and Chairman Thornton closed the business session (council meeting) of the council retreat and workshop.

Faye Perdue, Secretary