

TO: COUNCIL, THREE RIVERS REGIONAL COMMISSION

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

SUBJECT: MINUTES OF MEETING HELD FEBRUARY 28, 2019

The Regional Council of the Three Rivers Regional Commission held its meeting at 2:00 p.m. on Thursday, February 28, 2019 at the Turin Town Hall in Turin, 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. Bobby Blalock, to give the invocation; afterwards Chairman Thornton led the members in reciting the Pledge of Allegiance.

Regional Council Members in Attendance

Mr. Ken Rivers, Chairman, Butts County
Ms. Kay Pippin, Mayor, City of Jackson
Mr. Terry Nolan, Non-Public Member, Butts County
Ms. Shirley Marchman, Council Member, City of Villa Rica
Ms. Donna Armstrong-Lackey, Non-Public Member, Carroll County
Mr. Greg Wright, Non-Public Member, Coweta County
Mr. Lee Boone, Chairman, Heard County
Ms. Kathy Knowles, Non-Public Member, Heard County
Mr. Bennie Horton, Commissioner, Lamar County
Mr. Cecil McDaniel, Council Member, City of Barnesville
Ms. Charlene Glover, Mayor, City of Greenville
Ms. Faye Perdue, Non-Public Member, Meriwether County
Mr. Bobby Blalock, Mayor, City of Zebulon
Mr. Jack Hancock, Non-Public Member, Pike County
Mr. Don Hawbaker, Commissioner, 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
Mr. Norman Allen, Chairman, Upson County
Mr. John Rainwater, Lt. Governor's Appointee

Regional Council Members Absent

Mr. Marty Smith, Chairman, Carroll County
Mr. Paul Poole, Chairman, Coweta County
Mr. Dustin Koritko, Council Member, City of Newnan
Mr. Denney Rogers, Mayor, City of Ephesus
Mr. Irvin Trice, Non-Public Member, Lamar County
Ms. Shirley Hines, Chairperson, Meriwether County
Vacant, Chairman, Pike County
Mr. Charles Jones, Non-Public Member, Spalding County
Mr. J. D. Stallings, Mayor, City of Thomaston
Vacant, Non-Public Member, Upson County
Vacant, 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, Workforce Director
Ms. Stephanie Matthews, Workforce Deputy Director
Ms. Jan Perez, Secretary

APPROVAL OF AGENDA (action item)

Chairman Thornton asked the members to review and approve the agenda. Ms. Kay Pippin made the motion to approve the agenda; it was seconded by Mr. Ken Rivers. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion was carried unanimously.

APPROVAL OF MINUTES – DECEMBER 6, 2018 (action item)

Chairman Thornton asked the members for a motion to approve the December 6, 2018 meeting minutes. Ms. Charlene Glover made the motion that the council approve the December 6, 2018 meeting minutes as prepared; it was seconded by Ms. Shirley Marchman. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion was carried unanimously.

CHAIRMAN'S REPORT

Chairman Thornton welcomed Mr. Terrell Jacobs (Municipal Operations Consultant with Georgia Municipal Association), Mr. Ryan Williams (Field Representative for Senator Isakson), Ms. Corinne Thornton (Region 4 Representative for Department of Community Affairs) and Mayor Dick Ford of Moreland.

Introduction of New Council Members

Chairman Thornton advised everyone that the following individuals were the newest members of Three Rivers Regional Commission (TRRC) Council:

Mr. Terry Nolan, Non-Public Member, Butts County
Mr. Paul Poole, Chairman, Coweta County Board of Commissioners
Mr. Cecil McDaniel, Council Member, City of Barnesville
Ms. Shirley Hines, Chairperson, Meriwether County Board of Commissioners
Mr. Jack Hancock, Non-Public Member, Pike County
Mr. Don Hawbaker, Commissioner, Spalding County Board of Commissioners

The newest members were greeted by a round of applause from the council.

Committee Appointments

Chairman Thornton advised the members that there were openings on the committees and that appointments were needed to fill these vacancies. He has met with Mr. Kirk Fjelstul and both have suggested appointing Mr. Terry Nolan to the Finance, Audit and Administration Committee and Ms. Shirley Hines to the Planning and Projects Committee; both Mr. Nolan and Ms. Hines have agreed to serve on the respective committees. **FORMAL ACTION: Mr. Rivers made the motion to appoint the members to the respective committees; it was seconded by Mr. John Rainwater. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

Planning Committee Chair and GARC Policy Official (remaining terms)

Chairman Thornton noted that appointments were needed to fill the remaining terms of the Chairman for the Planning and Projects Committee as well as the Georgia Association of Regional Commissions (GARC) Policy Official. Mr. Curtis Brown, Jr., filled in as chair for this morning's Planning and Projects Committee meeting and has agreed to serve as the Planning and Projects Committee Chair if approved by the entire council. Chairman Thornton asked if there was a motion to appoint Mr. Curtis Brown, Jr., as the Chairman for the Planning and Projects Committee. **FORMAL ACTION: Mr. Richard English, Jr., made the motion to appoint Mr. Curtis Brown, Jr., as the Planning and Projects Committee chairman; it was seconded by Ms. Marchman. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

Chairman Thornton noted that Mr. Peter Banks' resignation from the council also resulted in the Georgia Association of Regional Commissions (GARC) Policy Official vacancy. Both Chairman Thornton and Mr. Fjelstul have discussed this vacancy and would like to recommend that Ms. Kay Pippin serve as the GARC Policy Official; she has agreed to do so. Chairman Thornton asked for a motion to appoint Ms. Pippin as the GARC Policy Official. **FORMAL ACTION: Ms. Faye Perdue made the motion to appoint Ms. Pippin as the GARC Policy Official; it was seconded by Ms. Glover. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

EXECUTIVE DIRECTOR'S REPORT

Board Retreat

Mr. Fjelstul advised the members that the December Board Retreat was well attended. Ms. Carrie Barnes, with Georgia EMC, facilitated the council's working sessions and has produced a summary of information discussed in these sessions. The Planning and Projects Committee will prioritize the information for a strategic plan once they have completed their work on the Regional Plan. Ms. Barnes will attend a future Planning and Projects Committee meeting to present the summary of information and assist with the prioritization of the material. The retreat's format centered on three (3) questions, which are as follows: What are we doing well? What could we be doing better? What is the "one big thing" that everyone agrees that the regional commission should be working on? Mr. Fjelstul's presentation centered on communication with our elected officials as well as what the regional commission is doing and what its members are receiving for their money. Everyone also agrees that the "one big thing" that the regional commission should be working on is rural broadband. Mr. Paul Jarrell, planner on staff, has been designated "the rural broadband person"; he is reviewing the rural broadband issue and its impact (problems and opportunities) on the areas in the Three Rivers RC (TRRC) jurisdiction. In the future, Mr. Jarrell will make presentations to the Planning and Projects Committee regarding the various communities and the rural broadband issue. Mr. Fjelstul again focused on communication and how to effectively and concisely present to the local officials what Three Rivers does as well as the value of services that the local governments are receiving, etc. A fact sheet (for each county) will be produced and it will feature information about the area as well as the dollar amount of services that TRRC's programs provide in the area. The members reviewed the fact sheet and had some suggestions about what other content should be included on the fact sheet; the suggestions included TRRC's contact information, photos of the three (3) representatives to the TRRC council from the county featured on the fact sheet, brief definition of each program serving the area or a brief statement and contact information for the program. The fact sheet idea was well received by the council members. Mr. Fjelstul thanked Ms. Kim Dutton and Ms. Jeannie Brantley for their work on the project. He has also discussed with Mr. Brown the idea of producing a video within the next six (6) weeks to two (2) months. This video would be a short, but effective tool in presenting what TRRC does for the areas in our jurisdiction.

COMMITTEE REPORTS

Chairman Thornton gave a brief background of the two (2) committees that meet on a monthly basis. He advised everyone that the committee reports would be concise and that the action items would be in the form of a motion from the committees. He reiterated that when a motion comes from a committee, the motion does not require a second; however, the motion is still open for discussion and he encouraged the members to ask questions before the vote is taken on a committee's recommendation or motion. He then asked Committee Chair Ken Rivers to give the report from the Finance, Audit and Administration Committee.

Finance, Audit and Administration Committee

Committee Chair Rivers mentioned that the Finance, Audit and Administration Committee met earlier today as well as in January. He advised the members that the committee met in January, but did not have a quorum and that is why the items appear under both January and February; he will only report on the items from the February meeting. He then proceeded with his report.

February 28, 2019 Meeting:

November and December Financial Reports and Budget Comparisons

Committee Chair Rivers advised the council that the Finance, Audit and Administration Committee reviewed November and December Financials. The committee reviewed both sets of financial reports and recommend approval as prepared and presented. Chairman Thornton called for any questions or discussion; hearing none, he proceeded with the vote. **FORMAL ACTION: The motion to accept the November and December Financial Reports was carried unanimously.**

Disclosure of Business Transactions with Local Governments Policy (action item)

Committee Chair Rivers advised the members that this particular item is an audit finding that we are trying to resolve. The committee felt that the Disclosure of Business Transactions with Local Governments as it was presented has some “holes”, so the committee recommended tabling this item. Chairman Thornton advised the council that the committee has a motion to table this item due to the language. He then asked if there was any discussion; hearing none, he proceeded with the vote. **FORMAL ACTION: The motion to table the Disclosure of Business Transactions with Local Governments Policy was carried unanimously.**

Workforce EO Notice Update to Personnel Policy

Committee Chair Rivers noted that the Workforce EO Notice Update to Personnel Policy was for informational purposes only at this time. This matter will be brought before the Finance, Audit and Administration Committee again for action next month.

Resolution for Aging Area Plan (action item)

Committee Chair Rivers noted that Resolution for Aging Plan also includes a letter of intent to be signed and that the committee recommended approval of these items. Chairman Thornton asked if there was any discussion; hearing none, he proceeded with the vote. **FORMAL ACTION: The motion to approve the Resolution for Aging Area Plan (including the letter of intent) was carried unanimously.**

MOU with Visiting Nurse Health System/Hospice Atlanta (action item)

Committee Chair Rivers advised that the Memorandum of Understanding (MOU) is an annual agreement and the committee recommended approval of the MOU. Chairman Thornton asked if there was any discussion; hearing none, he proceeded with the vote. **FORMAL ACTION: The council voted unanimously to approve the MOU with Visiting Nurse Health System/Hospice Atlanta.**

Contract with PCHP (action item)

Committee Chair Rivers explained that the Preferred Community Health Partners (PCHP) is a new program that will allow case managers to visit clients in their homes to assess their needs and get them the help that they require in order to keep them from being hospitalized again. Committee Chair Rivers mentioned that this is a “good program” and could possibly “expand upon in the future.” The committee recommended approval of the PCHP contract. Chairman Thornton asked if there was any discussion; hearing none, he proceeded with the vote. **FORMAL ACTION: The council voted unanimously to approve**

the Contract with PCHP.

Confidentiality Agreement for Aging Program (action item)

Committee Chair Rivers advised that the Confidentiality Agreement for the Aging Program is mandatory and the committee recommends approval of the agreement. Chairman Thornton asked if there was any discussion; hearing none, he proceeded with the vote. **FORMAL ACTION: The council voted unanimously to approve the Confidentiality Agreement for the Aging Program.**

Discussion of the GeorgiaCares Program Options (action item)

Committee Chair Rivers reported that the Aging Program staff presented three (3) options for the GeorgiaCares program; this topic prompted a generous amount of discussion. The staff recommended Option 2, which includes our staff covering the Middle Georgia region as well as handling our area. The GeorgiaCares program is establishing an Atlanta location to handle all the telephone calls from across the state; our program phones would transfer to Atlanta, effective March 8th. The committee made the recommendation to approve Option 2 with a ninety (90) day evaluation to make certain that the staff is able to handle the additional region as part of their workload. Chairman Thornton asked if there was any discussion; hearing none, he proceeded with the vote. **FORMAL ACTION: The council voted unanimously to approve Option 2 of the GeorgiaCares Program subject to the ninety (90) day evaluation.**

Occupational Skills Training Non-ITA Program (action item)

Committee Chair Rivers advised that the Occupational Skills Training Non-ITA Program has been successful in one (1) county and this program will be expanded. The committee recommends approval of the expansion of the Occupational Skills Training Non-ITA Program. Chairman Thornton asked if there was any discussion; hearing none, he proceeded with the vote. **FORMAL ACTION: The council voted unanimously to approve the Occupational Skills Training Non-ITA Program.**

RFP for Youth and Training/Case Management Services

Committee Chair Rivers reported that the Request for Proposals (RFP) for the Youth and Training and Case Management Services was for informational purposes only. The RFP is out for vendors to submit their proposals; the deadline for submittal is March 22, 2019.

DCA Performance Audit

Committee Chair Rivers informed that the council that the staff is working on a "Get the Red Out" project to address the findings from the FY 15 DCA Performance Audit and eliminating the findings from that report. The staff's goal is to have the findings resolved by April 2019.

FY'16 and FY'17 Rural Public Transportation Audit

Committee Chair Rivers advised that this topic has been discussed at each committee meeting for the past several months. The staff has continuously worked on solving this issue; as of today, no resolution has been reached. The staff has continued discussions with the Georgia Department of Transportation (GDOT) and supplied all requested documentation. Committee Chair Rivers stated, "we (the committee) feel that this issue needs to be dealt with sooner rather than later because of the ramifications if they

require us to pay back money for those years and we're still operating the program the same way...we could be responsible for continuing to pay back funds." The committee recommends a deadline of April (April 25, 2019 – day of next meetings) to decide whether or not to continue the Transportation Program beginning July 1, 2019. Committee Chair Rivers indicated that GDOT needs to be made aware of the deadline as well. Ms. Kay Pippin asked, "if we are not forced to pay back the huge amount, and we change the way that the program is 'financed', will we be able to continue the program?" Mr. Fjelstul answered, "yes, as long as we can keep a reserve and we are clear about what they think the rules are going forward." Chairman Thornton remarked, "yes, the past issue of are they going to make us repay the money or not...that's one factor...but another factor is what is the interpretation of the financing methodology going forward and what risk does that expose us to...and if we have to change that calculation going forward, it may or may not make economic sense to continue the program. And that's the question...basically the intent of this motion from the Finance Committee to set this April deadline, is to give Kirk a deadline to share with GDOT. To say that we have to have resolution to this. We have to know both the retrospective as well as prospective question answered so that we can intelligently evaluate whether or not to continue the program. If we make that decision in April, then we still have time to notify the vendors, counties and so forth, by the July 1 beginning of a new fiscal year." Members expressed that the Transportation Program is a tremendous program that assists many in the various communities that do not have other modes of transportation as well as being the most visible program for Three Rivers RC. Mr. Fjelstul advised the members that a rural transportation program bill was being discussed during this legislative session. This bill has bipartisanship support and would reorganize the rural transportation program and set guidance in place to administer this program. After additional comments from other council members, Chairman Thornton asked if there was any other discussion and there was none. He reiterated the committee's recommendation to set an agenda item for the April council meeting to make a decision as to whether or not to continue the transportation program, "depending on where we are at with GDOT" and the audit at that point. **FORMAL ACTION: The council unanimously approved the committee's deadline of April to decide whether or not to continue the Transportation Program.**

Adoption of Committees and Council Meeting Schedule (action item)

Committee Chair Rivers reported that this was another audit finding as well. The meeting schedule would be posted on the website to adhere to the Open Meetings requirement. The committee recommended to approve the schedule. Chairman Thornton asked if the recommendation covered both committees and council schedule and was advised that was the recommendation for all schedules. Chairman Thornton advised the members that "this is not a change from what we are doing or what we have been doing, but approve it, put it in the minutes and it brings us into compliance with the Open Meetings law and the staff will also post it on the website." He ask if there was any discussion; hearing none, he called for the vote. **FORMAL ACTION: The council unanimously approved the Adoption of Committees and Council Meeting Schedule.**

January 24, 2019 Meeting:

Committee Chair Rivers previously announced that the January 24, 2019 meeting did not have a quorum so business could not be conducted on these items. These topics were discussed during the February 28, 2019 meeting and business was conducted accordingly (see February committee meeting minutes as well as TRRC Council meeting minutes for February 28, 2019).

Planning and Projects Committee

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

February 28, 2019 Meeting:

Adoption of Committees and Council Meeting Schedule (action item)

Committee Chair Brown reported that the Adoption of Committees and Council Meeting Schedule had been taken care of and proceeded to report on the next agenda item.

Adoption of Resolution for the Update of the TRRC CEDS (action item)

Committee Chair Brown advised the members that the TRRC Comprehensive Economic Development Strategy (CEDS) is the mechanism for coordinating economic development activities throughout our region. The Planning & Project Committee's motion is to approve the Adoption of Resolution of the Update of the TRRC CEDS. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote. **FORMAL ACTION: The council unanimously approved the Adoption of the Resolution for the Update of the TRRC CEDS.**

TRRC Regional Plan Update

Committee Chair Brown reported that the other agenda items were a part of the discussion that the Planning and Projects Committee have engaged in for the past few months. The committee has reviewed performance standards, maps, etc. since these are all components of the Regional Plan and participated in various exercises to give additional input to the Planning Staff for this document.

Workforce Board

Ms. Donna Armstrong-Lackey reported that the Workforce Board has received an update from Avalanche Consulting regarding the High Demand Career Initiative (HDCI). She encouraged the members to visit the website (www.threeriversworks.com) to review the volume of data that is available. She also shared that some of the Workforce Board's by-laws have been updated and that grant information has been updated as well. The staff reported that Youth Services Program will provide occupational training for thirty (30) youths (this summer) in Carroll, Coweta and Troup counties.

She announced that Ms. Stephanie Glenn has been appointed the new Workforce Director and that Ms. Stephanie Matthews is the new Deputy Director. The ladies were given a round of applause for their accomplishments.

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

Mr. Bobby Blalock shared that a family friend's mother is currently in a nursing home but that she has fallen several times over the past few weeks. She cannot be restrained due to a law against this (restrained) and he questioned what could be done. Ms. Joy Shirley advised that she could speak with the ombudsman regarding this matter and see what could be done to help the family with this situation.

Date and Location of Next Meeting

Chairman Thornton announced that the next meeting would be at 2:00 p.m. on Thursday, April 25, 2019. The meeting location is the Turin Town Hall in Turin, Georgia.

Adjournment

Chairman Thornton adjourned the meeting after receiving a motion from Mr. Hollberg.

Faye Perdue, Secretary