

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, May 23, 2019 at the Turin Town Hall in Turin, Georgia. Committee Chair Ken Rivers welcomed the attendees and gave the invocation; afterwards, he led the committee members in reciting the Pledge of Allegiance.

Finance, Audit and Administration Committee Members in Attendance

Mr. Ken Rivers, Chairman, Butts County  
Mr. Terry Nolan, Non-public Member, Butts County  
Mr. Dustin Koritko, Council Member, City of Newnan  
Mr. Greg Wright, Non-public Member, Coweta County  
Mr. Bobby Blalock, Mayor, City of Zebulon  
Mr. John Rainwater, Lt. Governor's Appointee

TRRC Council Members in Attendance

Ms. Donna Armstrong-Lackey, Non-public Member, Carroll County  
Mr. Bennie Horton, Commissioner, Lamar County

Staff Present

Mr. Kirk Fjelstul, Executive Director  
Ms. Amanda Turner, Deputy Administrative Services Director  
Ms. Jeannie Brantley, Planning Director  
Ms. Kim Dutton, Planner  
Mr. Paul Jarrell, Planner  
Ms. Joy Shirley, Director, Area Agency on Aging Program  
Ms. Emily Rogers, Deputy Director, Area Agency on Aging Program  
Ms. Pavielle Ludlow, Transit Program Manager  
Ms. Stephanie Glenn, Director, Workforce Development  
Ms. Stephanie Matthews, Deputy Director, Workforce Development  
Ms. Jan Perez, Secretary, Administrative Services Department

APPROVAL OF THE MAY 2, 2019 MINUTES (action item)

Mr. Bobby Blalock made the motion to approve the May 2, 2019 meeting minutes; the motion was seconded by Mr. Terry Nolan and carried unanimously.

APPROVAL OF AGENDA (action item)

Mr. Greg Wright made the motion to approve the agenda; it was seconded by Mr. Nolan and carried unanimously.

DISCUSSION ON APPROVAL OF EXECUTIVE DIRECTOR'S EXPENDITURES (action items)

Ms. Amanda Turner presented this portion of the agenda. She advised the committee that there were no expenditures for the month of May. **FORMAL ACTION: Mr. Wright made the motion to approve the executive director's expenditures for the month of May; the motion was seconded by Mr. Nolan and carried unanimously.**

FY 19 AND FY 20 BUDGET PROCESS UPDATE

Ms. Turner presented this portion of the agenda as well. She advised the members that the material was for informational purposes and that the revised FY 19 budget was nearing completion. The different departments are submitting their FY 20 budget information in order for the budget to be sent to the committee and presented at the June 27, 2019 meeting. Ms. Turner advised the members that the independent audit would also be ready for the June 27<sup>th</sup> meeting.

RENEWAL OF SERVICE AGREEMENT WITH FODAC (action item)

Ms. Joy Shirley presented this portion of the agenda. This is the third (3<sup>rd</sup>) year of the contract with FODAC (Friends of Disabled Adults & Children). FODAC is an organization that provides medical equipment and supplies to our Aging Program; we pay \$1,500 yearly for up to twenty-five (25) items to be delivered to senior citizens and disabled persons in our area that are in need. Several questions were asked about delivery of these items, FODAC's location, how someone is referred to receive the equipment, etc. Committee Chair Rivers asked for a motion to allow the executive director to sign the FODAC contract. **FORMAL ACTION: Mr. Bobby Blalock made the motion to allow the executive director to sign the FODAC Contract; it was seconded by Mr. Wright and carried unanimously.**

APPROVAL OF FY 2020 CONTRACTS WITH 16 SUBCONTRACTORS (action item)

Ms. Shirley advised the committee that each year, the Aging Program subcontracts with senior centers, in-home service providers, adult daycare centers and legal service programs to provide services for individuals in our area. The members were provided with a listing of subcontractors and the funding amount for the fiscal year that would begin July 1, 2019 and end on June 30, 2020. The total cost for the sixteen (16) contracts is \$3,755,376.12 . It was noted that this is the fourth (4<sup>th</sup>) year of the four (4) year contract and that the Aging Program will place a bid for services for next year. A question was asked

concerning who received the services; Ms. Shirley explained that these services were for the elderly population as well as low income, minority, live in rural county, etc. **FORMAL ACTION: Mr. Nolan made the motion to approve the contracts; the motion was seconded by Mr. Blalock and carried unanimously.**

FY 2020 MOU WITH MIDDLE GEORGIA AAA/RC (action item)

Ms. Emily Rogers presented this portion of the agenda. She advised the committee that the Memorandum of Understanding (MOU) between Three Rivers Area Agency on Aging and Middle Georgia Area Agency on Aging has been in effect since April 2018 and this is a renewal contract. This MOU provides consultation services to clients in our area. The clients will receive consultation services for up to one (1) year; the contact's annual cost is \$4,200. **FORMAL ACTION: Mr. John Rainwater made the motion to approve the MOU with Middle Georgia AAA/RC; it was seconded by Mr. Blalock and carried unanimously.**

PROPOSED CONTRACTS FOR WORKFORCE DEVELOPMENT – FY20/PY19 (action item)

Ms. Stephanie Glenn and Ms. Stephanie Matthews presented this portion of the agenda. Ms. Glenn reminded the members that the Workforce Development Board did not have a quorum at their last meeting and could not conduct any business; the Workforce Development Board recently met and approved these contracts. Ms. Glenn provided an overview of the Career Services' contracts, which include the following:

ResCare's proposal to serve Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties at a cost of \$866,863 and will serve 450 participants; however, this proposal will result in the loss of four (4) internal positions within Workforce Development. ResCare is looking to possibly hire the displaced Workforce Development individuals.

West Georgia Technical College's (WGTC) proposal is to serve Carroll, Coweta, Heard, Meriwether and Troup Counties with a focus on Training services at a cost of \$284,984.70 and will serve 150 WGTC participants as well as programs within those counties' correctional facilities.

Ms. Matthews reported on the Youth Services program and the recommended proposals that include the following:

In the Door which proposes to serve Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties at a cost of \$663,108 and will serve 200 youths plus. This company will handle only the employability component for Carroll, Coweta and Troup Counties.

West Georgia Technical College (WGTC) proposes to serve Carroll, Coweta and Troup Counties at a cost of \$304,061.50 and will focus only on Adult Education.

Committee Chair Rivers asked for a motion to approve the contracts. **FORMAL ACTION: Mr. Dustin Koritko made the motion to approve the contracts; it was seconded by Mr. Nolan and carried unanimously.**

#### “GET THE RED OUT” PROJECT UPDATE

Ms. Jeannie Brantley presented this portion of the agenda. She provided the members with an updated project spreadsheet that reflect the audit findings that have been addressed and resolved. Several members commented positively when they received the spreadsheet. Currently, there are three (3) findings that need to be resolved; Mr. Fjelstul commented on item 3, which is *The Executive Director’s purchases and travel reimbursements are not reviewed or approved by the council*. The committee is now reviewing his expenses on a monthly basis. Mr. Fjelstul wants the committee to review his expenses from 2017 until the present to satisfy the audit finding; the committee should have those past expenses to review for the June committee meeting. He also addressed item 9 (*Council meeting time and frequency may be a limit to participation*) on the spreadsheet; a survey was issued where we asked for input regarding days to meet and times of meetings. We have not received responses from all council members, but at the June meeting, the members will be asked for their recommendation and hopefully resolve this matter. The only other item that has not been resolved concerns *Three Rivers should review its planning services to ensure it is meeting the planning needs of member governments*. Ms. Brantley advised the members that Plan Implementation Meetings (PIM) are held in each county, monthly notices are sent to local governments about their planning due dates, etc. She reiterated that the Planning staff has implemented some procedures to provide accountability in these matters. Committee Chair Rivers noted the “leaps and bounds in improvement” and thanked the staff for their work on this project.

#### GDOT AUDIT UPDATE

Mr. Fjelstul presented this portion of the agenda, but before he began, Committee Chair Rivers advised everyone, “there has been movement in, I think, a positive direction.” Mr. Fjelstul gave a brief history of the events of when the GDOT audit first began, how long it has lasted, GDOT’s lack of communication with TRRC for several months, the tentative termination of the 5311 Program, and hopefully, a resolution where we can possibly focus on continuing the program after July 1, 2019. The committee received the two (2)-page summary that GDOT sent to TRRC on May 20, 2019. The bottom line is the repayment of \$145,451.17 with \$689,052.58 being retained (by TRRC) as the reserve. The reserve is an “insurance policy” since we still must undergo audits for 2018 and 2019. We have repeatedly asked for guidance from GDOT and they have said that they would provide it; as of now, none has been provided. We will proceed with the program on the guidance from our consultant. The repayment matter will be brought back before the committee during the June meeting. There is no action to be taken during today’s meeting. Mr. Fjelstul added that Ms. Turner and our consultant, Mr. Jim Ritchey, will review 2018 and 2019 expenses to see if they can identify money that we feel we need to pay back and we will “offer that up” to GDOT. In the future, the number of riders for the GDOT or the Department of Human Services (DHS) program will be taken into account for each trip instead of relying on the methodology that we used in the past. Committee Chair Rivers also added that other safeguards will be implemented through this committee and how the money is spent will be reviewed monthly.

Committee Chair Rivers wants all council members to be invited to the Finance, Audit and Administration Committee meeting on June 27, 2019 in order to review, discuss, etc., this matter. He and Mr. Fjelstul thanked the staff and others for their hard work on this subject over this extended period.

WRA TRANSIT SERVICES AGREEMENT (action item)

Mr. Fjelstul reminded everyone that TRRC retained a consultant, Mr. Jim Ritchey of Whitman, Requardt & Associates (WRA), to review and assist with the GDOT Audit. Due to the limited time that we had to address the GDOT audit, a sole source procurement contract was used in the amount of \$20,000. This amount has been used and WRA is still assisting in various ways with the GDOT situation. We need to amend this contract for an additional \$20,000; Mr. Fjelstul has spoken with both Chairman Jim Thornton and Committee Chair Rivers concerning the contract amendment and the need for the consultant's services. He asked the committee to ratify the contract and noted that we would issue a Request for Proposal (RFP) for consultant services. **FORMAL ACTION: Mr. Rainwater made the motion to ratify the contract; it was seconded by Mr. Koritko and carried unanimously.**

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, June 27, 2019, at 12:30 p.m.; the meeting location is the Turin Town Hall in Turin, Georgia.

ADJOURNMENT

Committee Chair Rivers adjourned the meeting after receiving a motion from Mr. Nolan.

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Ken Rivers, Chairman  
Finance, Audit and Administration Committee