

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, August 22, 2019 at the Turin Town Hall in Turin, Georgia. Three Rivers Regional Commission Council Chairman Jim Thornton presided over the meeting in lieu of Committee Chair Ken Rivers. Chairman Thornton welcomed the attendees and gave the invocation; afterwards, he led the committee members in reciting the Pledge of Allegiance. Chairman Thornton advised the attendees that business could not be conducted since there were not enough members for a quorum.

Finance, Audit and Administration Committee Members in Attendance

Mr. Terry Nolan, Non-public Member, Butts County  
Mr. Bobby Blalock, Mayor, City of Zebulon  
Mr. Jim Thornton, Mayor, City of LaGrange

Additional Three Rivers Council Members in Attendance

Ms. Kay Pippin, Mayor, City of Jackson  
Mr. Lee Boone, Chair, Heard County  
Ms. Kathy Knowles, Non-Public Member, Heard County  
Mr. Doug Hollberg, Commissioner, City of Griffin  
Mr. Curtis Brown, Jr., Non-Public Member, Troup County

Staff Present

Mr. Kirk Fjelstul, Executive Director  
Ms. Peggi Tingle, Director, Administrative Services Dept.  
Ms. Hope Blakely, HR Manager  
Ms. Jeannie Brantley, Planning Director  
Ms. Joy Shirley, Director, Area Agency on Aging Program  
Ms. Emily Rogers, Deputy Director, Area Agency on Aging Program  
Ms. Stephanie Glenn, Director, Workforce Development  
Ms. Pavielle Ludlow, Transit Program Manager  
Ms. Jan Perez, Secretary, Administrative Services Department

APPROVAL OF THE JUNE 27, 2019 MINUTES (action item)

Chairman Thornton advised the members that the June 27, 2019 could not be approved due to a lack of a quorum.

APPROVAL OF AGENDA (action item)

The agenda could not be approved due to a lack of a quorum.

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

The committee decided to review this item during today's 2:00 p.m. council meeting.

APPROVAL OF THREE RIVERS POLICIES (action items)

Ms. Hope Blakely provided the members with a brief explanation of what is included in each of the policies.

Vehicle Policy – Policy needed to manage the vehicle (for Aging Program) that was purchased prior to the end of the fiscal year. Clarification was needed regarding who will drive the vehicle, MVRs (Motor Vehicle Records) for drivers, a mileage log, responsible party for repairs, etc.

Cell Phone Policy – Some employees have been provided with a company issued cellphone. This policy addresses the use of cellphones at work, in meetings and while driving (Georgia's "Hands Free" law) as well as employees' responsibilities regarding company owned phones.

Dress Code Policy – This policy has been updated to include an explanation of appropriate footwear, tattoos and piercings, as well as allowing casual Fridays.

LAMAR COUNTY HAZARD MITIGATION PLAN CONTRACT (action item)

Ms. Jeannie Brantley advised the committee that Lamar County has requested the Three Rivers RC (TRRC) Planning Staff's assistance with updating their (Lamar County's) Hazard Mitigation Plan. The plan is due in June 2020, and the contract is worth \$22,000.

TWO RIVERS RC&D PROPOSED CONTRACT (action item)

Ms. Brantley presented this item to the committee. Two Rivers RC&D requested the Planning Staff's assistance several months ago with the amendment of the Ulochatchee Watershed Management Plan; this plan covers Lamar County as well as Crawford County (under Middle Georgia RC's jurisdiction). The Planning Staff will review the information (water analyses, etc.) to develop best management practices based on the findings. Per the contract, Two Rivers RC&D will pay TRRC a fee of \$3,500 for the updated amendment.

### FY' 20 MAP-21 PLANNING CONTRACT (action item)

The MAP-21 project is one that TRRC has worked with Middle Georgia RC for a few years to validate road names, types of roads, traffic control devices, etc., in the region. Work has been completed in Lamar, Heard, Pike and Troup Counties; work is almost complete for Butts County. Work will continue over the next few years to complete the remaining five (5) counties. This contract is worth \$59,250.

### INDUSTRY ESSENTIALS AGREEMENT (action item)

Ms. Stephanie Glenn presented this item to the committee. The Industry Essentials (Southern Crescent's Employability Skills Training program) is for individuals 18 years of age and up in Spalding County. Training includes basic workplace safety, etiquette and fundamentals to gain employment; the training will also help employers find candidates for entry-level positions. The training is for 15 participants at a total cost of \$30,000.

### SECTOR PARTNERSHIP UPDATE FOR WORKFORCE

The state's Technical College System of Workforce Development has released the second (2<sup>nd</sup>) round of The Sector Partnership (formerly known as **High Demand Career Initiative**) grants. In 2017, the Three Rivers region received funding to develop the Talent Portal and Data Center. Workforce Development has submitted a proposal to support efforts to develop a sector partnership in the Healthcare area for our region. We were recently awarded \$366,669 to develop this Healthcare sector partnership.

### WRA TRANSIT SERVICES AGREEMENT AMENDMENT #2 (action item)

Mr. Kirk Fjelstul addressed this item with the committee. A sole source contract was utilized to quickly retain a consultant (Mr. Jim Ritchey from Whitman, Requardt & Associates) to review and assist with the Georgia Department of Transportation (GDOT) audit and TRRC's response to the audit. The original contract was worth \$20,000. The amendment #1 (of the sole source contract) was for \$20,000 and was needed since the consultant developed a framework for making changes to the transportation program as well as handling contract disputes with the transportation provider. Amendment #2 is for \$20,000 and allows the consultant to complete a financial plan, set up a system for invoice processing for the new contracts, etc.

### TRRC RURAL TRANSIT PROGRAM UPDATE

Mr. Fjelstul gave a brief history of the situation. Mr. Jim Ritchey, consultant with WRA, advised that TRRC has repaid \$145,000 to GDOT (for FY'16 and FY'17) and that \$689,052.58 was in a reserve account. GDOT wants to change its contract to reflect cost per service hour (\$32.71 per service hour). Mr. Ritchey thinks that TRRC will make \$132,000 during FY'20, and he does not believe that the risk from the Department of Human Services (DHS) is as great as what we have seen from GDOT.

A Request for Proposals (RFPs) is in process along with the possibility of a new contractor in January 2020. The RFPs (for 5311 and 5310 programs) should be ready by August 23, 2019 and must be sent to GDOT for their review and comments; RFP may be issued September 23, 2019. Mr. Ritchey touched on the current contract dispute, including issues with revenue and costs which are currently being debated. The executive salaries are being questioned, due to an increase and lack of documentation. There have been several conversations with the contractor, and we received notification on Tuesday (August 20<sup>th</sup>), from them that the contract will be terminated in 45 days. Several weeks ago, the same contractor threatened to discontinue service in two (2) days. Our staff is currently looking for a "Plan B."

#### DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, September 26, 2019, at 12:30 p.m.; the meeting location is the Turin Town Hall in Turin, Georgia.

#### ADJOURNMENT

Chairman Thornton adjourned the meeting.

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Ken Rivers, Chairman  
Finance, Audit and Administration Committee