

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, June 27, 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.

Finance, Audit and Administration Committee Members in Attendance

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. Jim Thornton, Mayor, City of LaGrange
Mr. John Rainwater, Lt. Governor's Appointee

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Peggi Tingle, Director, Administrative Services Dept.
Ms. Amanda Turner, Deputy Director, Administrative Services Dept.
Ms. Hope Blakely, HR Generalist
Ms. Jeannie Brantley, Planning Director
Ms. Emily Rogers, Deputy Director, Area Agency on Aging Program
Ms. Mona Browning, Program Manager, Area Agency on Aging Program
Ms. Stephanie Glenn, Director, Workforce Development
Ms. Stephanie Matthews, Deputy Director, Workforce Development
Mr. Mark Farris, Youth Services Manager, Workforce Development
Ms. Pavielle Ludlow, Transit Program Manager
Ms. Jan Perez, Secretary, Administrative Services Department

APPROVAL OF THE MAY 23, 2019 MINUTES (action item)

Mr. Terry Nolan made the motion to approve the May 23, 2019 meeting minutes; the motion was seconded by Mr. Dustin Koritko and carried unanimously.

APPROVAL OF AGENDA (action item)

Chairman Thornton advised the committee that the agenda needed to be amended to include additional action items (Approval of Movie Theater Advertisement Purchase for Aging Department, Contract Renewal for Three Independent Contractors for Aging Department, Approval of Several Transit Contracts and Approval of Two Transitions Contracts for the 5311 and DHS Programs). **FORMAL ACTION: Mr. John Rainwater made the motion to amend the agenda; it was seconded by Mr. Koritko and carried unanimously. Mr. Nolan made the motion to approve the amended agenda; it was seconded by Mr. Greg Wright and carried unanimously.**

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

Ms. Amanda Turner presented this portion of the agenda. The committee received a list of Mr. Kirk Fjelstul's past expenditures (from November 2017 – February 2019); Mr. Fjelstul did not have any expenditures for the month of June 2019. **FORMAL ACTION: Mr. Wright made the motion to approve the Executive Director's past expenditures as well as for the month of June; the motion was seconded by Mr. Nolan and carried unanimously.**

APPROVAL OF FY'18 INDEPENDENT AUDIT (action item)

Ms. Jennifer Williams, auditor with Warren Averett, presented this portion of the agenda. She advised the committee that the audit was an "unqualified" opinion; the audit was recommended for approval in December before the Georgia Department of Transportation (GDOT) matter occurred. **FORMAL ACTION: Mr. Rainwater made the motion to approve the revised draft audit; it was seconded by Mr. Koritko and carried unanimously.**

GDOT AUDIT UPDATE

Mr. Fjelstul presented this portion of the agenda. He discussed the final amount (\$56,788.19 for FY '16 and \$88,662.98 for FY '17 for a total of \$145,451.77) that we will need to pay GDOT for the specified years; we have received the invoices. He will have another report to present to the committee in August. Mr. Fjelstul mentioned that the contract with the transportation provider, Transitions Commute Solutions (Transitions), ends Sunday (June 30, 2019). There are two (2) contracts with Transitions that need to be addressed for July 1, 2019; one contract is the 5311 contract and the other is the Department of Human Services (DHS) contract (which concerns trip rates). The 5311 contract is a maximum of six (6) months, not to exceed \$32.71 per revenue hour and the compensation cap not to exceed \$946,670.09. The contractor (Transitions) is also asking for payment within three (3) months since there have been problems with prompt reimbursements from GDOT. Mr. Fjelstul advised the committee that the contract could be terminated within sixty (60) days. **FORMAL ACTION: Mr. Bobby Blalock made the motion to authorize the Executive Director to negotiate a contract for the 5311 program on these terms (six months, revenue hour rate of \$32.71, and the maximum compensation not to exceed \$946,670.09); it was seconded by Mr. Nolan and carried unanimously.**

The DHS contract is also for six (6) months, but it is based on trip rates approved by DHS; Transitions would accept whatever trip rate is specified by DHS. **FORMAL ACTION: Mr.**

Rainwater made the motion to authorize the Executive Director to negotiate the DHS Program contract; it was seconded by Mr. Nolan and carried unanimously.

TRANSIT AMENDMENT TO EXTEND CURRENT FY'19 TRANSIT CONTRACTS (action item)

Ms. Pavielle Ludlow presented this portion of the agenda. The contracts to be extended are from GDOT, DHS and the counties (Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson) within our region. **FORMAL ACTION: Mr. Nolan made the motion to exercise the options on the contract renewals; it was seconded by Mr. Blalock and carried unanimously.**

APPROVAL OF FY'19 REVISED BUDGET (action item)

Ms. Turner presented and explained the increase/decrease for line items. The purpose of the revised budget was to bring it closer to actual after all the contract amendments. **FORMAL ACTION: Mr. Nolan made the motion to approve the FY'19 Revised Budget; the motion was seconded by Mr. Rainwater and carried unanimously.**

APPROVAL OF PROPOSED FY'20 BUDGET (action item)

Ms. Peggi Tingle presented and reviewed the proposed FY'20 Budget. The budget was prepared using known allocations and funding history. **FORMAL ACTION: Mr. Wright made the motion to approve the Proposed FY'20 Budget; it was seconded by Mr. Blalock and carried unanimously.**

APPROVAL OF WEST GEORGIA TECHNICAL COLLEGE CONTRACT TO PROVIDE MANAGEMENT TRAINING FOR TRRC STAFF (action item)

Ms. Hope Blakely presented this portion of the agenda. She advised the committee that the contract was for management and leadership training from West Georgia Technical College; twenty (20) staff members can attend the sessions. The training is for ten (10) four (4) hour sessions at a total cost of \$5,000. **FORMAL ACTION: Mr. Koritko made the motion to authorize the West Georgia Technical College Contract; it was seconded by Mr. Nolan and carried unanimously.**

UPDATE ON GEORGIA CARES PROGRAM IN MIDDLE GEORGIA REGION

Ms. Emily Rogers presented this portion of the agenda. She reminded the members that this was a pilot program to serve the Middle Georgia area until the end of this fiscal year. The Division of Aging Services (DAS) changed the criteria after we took over the program that resulted in multiple trips to Middle Georgia for various aspects of the Georgia Cares program instead of one (1) time weekly. DAS is very slow in reimbursing for invoices that were submitted to them. The decision was made to not renew the program for the next fiscal year.

APPROVAL OF VEHICLE PURCHASE FOR AGING DEPARTMENT (action item)

Ms. Rogers presented this portion of the agenda. The Aging Program is requesting approval for the purchase of a 2019 Ford Edge, which is priced at \$27,800 according to the state's contract. This vehicle will be used by staff to travel to meetings, deliver equipment to clients, etc. The vehicle's yearly cost is estimated to be \$1800. Funds to purchase the vehicle recently became available and if not used, will be returned to the state and allocated to a different Aging Program. **FORMAL ACTION: Mr. Nolan made the motion to approve the vehicle purchase for the Aging Program; it was seconded by Mr. Wright and carried unanimously.**

DRUG AND ALCOHOL POLICY UPDATE FOR GDOT (action item)

Ms. Ludlow presented this portion of the agenda. She advised the committee that the update contains minor changes (modifying drug related language, drugs tested for and for testing requirements) that make certain TRRC complies with Federal Transit Administration (FTA) regulations. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Drug and Alcohol Policy Update for GDOT; it was seconded by Mr. Koritko and carried unanimously.**

FUNDS TRANSFER RECOMMENDATION FOR WORKFORCE (action item)

Ms. Stephanie Glenn presented this portion of the agenda. The funds transfer procedure would allow staff to transfer funds between the Adult and Dislocated Worker Programs. The state has a policy that will allow staff to request up to forty-nine percent (49%) funds transfer without prior Board approval; a transfer of fifty percent (50%) and above does require the Workforce Board chairman's approval. The Workforce staff would still report all fund transfers during board meetings, etc. A discussion followed Ms. Glenn's presentation, with Mr. Blalock voicing his opinion that all transfers needed to be approved by the Workforce Board chairman. Chairman Thornton called for the vote following the discussion. **FORMAL ACTION: Mr. Wright made the motion to approve the Funds Transfer Recommendation for Workforce; it was seconded by Mr. Nolan. The members discussed the issue before Chairman Thornton called for the vote; the motion passed by a final vote of 4-1, with Mr. Blalock dissenting.**

"GET THE RED OUT" PROJECT UPDATE

Mr. Fjelstul presented this portion of the agenda. The members received an updated project spreadsheet that reflect the audit findings that have been addressed and resolved. One finding that was resolved today concerns the Executive Director's expenses (past and current). The remaining finding is the one concerning *council meeting time and frequency may be a limit to participation*.

APPROVAL OF CONTRACT RENEWAL FOR THREE INDEPENDENT CONTRACTORS FOR AGING DEPARTMENT (action item)

Ms. Rogers presented this portion of the agenda. The Aging Program would like to renew three (3) agreements with independent contractors (Ms. Valerie Dukes, Ms. Gloria Sanford and Ms. Rhonda McDougal) for services within the ten (10) county region. Ms. Dukes will provide

Evidence Based Training (programs for arthritis, fall prevention, Diabetes, etc.); Ms. Sanford will provide Kinship Care services (grandparents raising grandchildren); and Ms. McDougal will provide technical assistance for the Senior Centers' site managers and will provide Evidence Based Training. The contract specifies that each contractor be paid \$20 per hour with their hours not to exceed certain amounts (Ms. Dukes' should not exceed 350 hours; Ms. Sanford's should not exceed 1,000 hours; and Ms. McDougal's should not exceed 1,040 hours.) Chairman Thornton called for the vote after a short discussion. **FORMAL ACTION: Mr. Nolan made the motion to approve the Contract Renewals for Three Independent Contracts for Aging Department; it was seconded by Mr. Wright and carried unanimously.**

APPROVAL OF MOVIE THEATER ADVERTISEMENT PURCHASE FOR AGING DEPARTMENT (action item)

Ms. Rogers presented this portion of the agenda. The Aging Program is requesting approval to purchase advertising (for a year) in three (3) movie theaters (Griffin, Newnan and Carrollton). The advertisement is geared towards a diverse population to make them aware of the services offered by the Aging Program. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Movie Theater Advertisement Purchase for Aging Department; it was seconded by Mr. Wright and carried unanimously.**

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, August 22, 2019, at 12:30 p.m.; the meeting location is the Turin Town Hall in Turin, Georgia.

ADJOURNMENT

Chairman Thornton adjourned the meeting after receiving no objections from the committee members.

Ken Rivers, Chairman
Finance, Audit and Administration Committee