

TO: COUNCIL, THREE RIVERS REGIONAL COMMISSION

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

SUBJECT: MINUTES OF MEETING HELD AUGUST 22, 2019

The Regional Council of the Three Rivers Regional Commission held its meeting at 2:00 p.m. on Thursday, August 22, 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

Ms. Kay Pippin, Mayor, City of Jackson
Mr. Terry Nolan, Non-Public Member, Butts County
Ms. Shirley Marchman, Council Member, City of Villa Rica
Mr. Paul Poole, Chairman, Coweta County
Mr. Dustin Koritko, Council Member, City of Newnan
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. Shirley Hines, Chairman, Meriwether County
Ms. Charlene Glover, Mayor, City of Greenville
Ms. Faye Perdue, Non-Public Member, Meriwether County
Mr. Bobby Blalock, Mayor, City of Zebulon
Ms. Gwen Flowers-Taylor, Commissioner, Spalding County
Mr. Douglas Hollberg, Council Member, City of Griffin
Ms. Krystal Pate, Non-Public Member, Spalding County
Mr. Richard English, Jr., Commissioner, Troup County
Mr. Jim Thornton, Mayor, City of LaGrange
Mr. Curtis Brown, Jr., Non-Public Member, Troup County
Mr. John Rainwater, Lt. Governor's Appointee

Regional Council Members Absent

Mr. Ken Rivers, Chairman, Butts County
Ms. Michelle Morgan, Chairman, Carroll County
Ms. Donna Armstrong-Lackey, Non-Public Member, Carroll County
Mr. Greg Wright, Non-Public Member, Coweta County
Mr. Denney Rogers, Mayor, City of Ephesus
Mr. Irvin Trice, Non-Public Member, Lamar County
Vacant, Chairman, Pike County
Mr. Jack Hancock, Non-Public Member, Pike County
Mr. Norman Allen, Chairman, Upson County
Mr. J. D. Stallings, Mayor, City of Thomaston
Vacant, Non-Public Member, Upson County
Vacant, Governor's Appointees
Vacant, Speaker's Appointee

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Peggi Tingle, Director, Administrative Services Department
Ms. Amanda Turner, Deputy Administrative Services Department Director
Ms. Hope Blakely, HR Manager
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 Area Agency on Aging Program Director
Ms. Beverly Huguley, Waiver Coordinator, Area Agency on Aging Program
Ms. Stephanie Glenn, Director, Workforce Development
Ms. Kim Bennett, Senior Accounting Technician
Ms. Gail Eagle, Accounting Technician
Ms. Pavielle Ludlow, Transit Program Manager
Ms. Jan Perez, Secretary, Administrative Services Department

APPROVAL OF AGENDA (action item)

Chairman Thornton advised the members that he wanted to include an Executive Session after the end of the Committee Reports; the Executive Session is needed to discuss potential litigation. He advised the members that a motion to enter into Executive Session would be needed at that time. Chairman Thornton asked for a motion to approve the agenda as prepared. **FORMAL ACTION: Mr. Terry Nolan made the motion to approve the agenda; it was seconded by Mr. Richard English. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion was carried unanimously.**

APPROVAL OF MINUTES - JUNE 27, 2019 MEETING (action item)

Chairman Thornton asked the members for a motion to approve the June 27, 2019 meeting minutes. **FORMAL ACTION: Ms. Charlene Glover made the motion that the council approve the June 27, 2019 meeting minutes as prepared; it was seconded by Mr. English. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion was carried unanimously.**

CHAIRMAN'S REPORT

Nothing was mentioned under this portion of the agenda.

EXECUTIVE DIRECTOR'S REPORT

Movie Theater Advertisement

Mr. Kirk Fjelstul presented the video of the current advertisement that is showing in the Griffin, Newnan and Carrollton movie theaters. The theaters will show the advertisement during the next year and this will assist the Aging Program in reaching a diverse audience.

Caregivers Conference

Ms. Emily Rogers presented this portion of the agenda. She advised everyone that the Caregivers Conference is scheduled for August 29, 2019 and will be held at the Coweta County Fairgrounds. Over 500 participants and 48 vendors are expected to attend the event. The Aging Program has collected \$5,500 in sponsorship dues with the expenses being around \$1,500; any remaining funds will be used for future conferences. Ms. Rogers also provided a brief list of activities and speakers that will make presentations at the conference; she encouraged the council members to attend.

National Association of Development Organizations (NADO) Awards

Mr. Fjelstul shared that TRRC recently submitted three (3) applications for NADO's National Impact Awards; each submission won an award. The winning departments and projects are as follows:

Aging Program – Annual Caregiver Conference
Planning Department – Regional Plan Update 2019-2039
Workforce Development – Superior Recreation Products

Georgia Transportation Infrastructure Bank (GTIB)

All members received a copy of the PowerPoint presentation about GTIB. Mr. Fjelstul shared that GTIB offers low interest loans in addition to a competitive grant that requires a match, but it is a good opportunity for the right project (that is also motor fuel tax eligible). A total of \$25 million is available for grants and loans; grant and loan applications will be accepted from August 15 through October 15, 2019. The awards will be announced in January 2020. Mr. Fjelstul

encouraged the council to share this information with their communities and to submit applications for the grants.

COMMITTEE REPORTS

Finance, Audit and Administration Committee

August 22, 2019 Meeting:

Chairman Thornton advised the council that the Finance, Audit and Administration Committee met earlier, but they did not have a quorum to conduct business. He advised everyone that the staff would make the presentations and then the council would vote on the action items.

Review of Executive Director's July Expenditures (action item)

Chairman Thornton advised the council that there was only one (1) expense for the month of July for Mr. Fjelstul; the event is the LaGrange-Troup County Chamber's State of the County luncheon and the cost is \$60. **FORMAL ACTION: Mr. Terry Nolan made the motion to approve the Executive Director's July Expenditures; it was seconded by Mr. Dustin Koritko. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

Approval of Three Rivers Policies (all action items)

Ms. Hope Blakely presented the following policies to the members:

- Vehicle Policy- A policy was needed due to the purchase of a vehicle by the Aging Program at the close of the past fiscal year. The policy clarifies the definition of authorized drivers, Motor Vehicle Record (MVRs) will be performed on all drivers, etc.
- Cell Phone Policy – TRRC recently purchased cell phones for some employees to use for business purposes and the Cell Phone Policy needed to be updated. The update addresses the responsibilities of the employees with regard to the company provided cell phones as well as Georgia's "hands-free" law and employees use of cell phones while driving, etc.
- Dress Code Policy – TRRC's dress code policy also needed to be updated to include Casual Fridays, tattoos, piercings, etc.

Chairman Thornton asked if anyone had any questions regarding the policies. A council member asked about tattoos and piercings and how they were covered in the policy. The updated policy states that small tattoos that are not distracting are allowable while a "sleeve" of tattoos is not allowable. Allowable piercings include ear piercings as well as a discreet nose stud piercing. Another member wanted to know if the policy was updated to address a type of tattoo or the visibility of a tattoo. Chairman Thornton advised that the policy's language states that a tattoo *'cannot be obscene, overly distracting or detrimental to the reasonable expectations of the public.'*

The Finance, Audit and Administration Committee did discuss the policies and were supportive of them, but could not take action due to a lack of a quorum. Chairman Thornton asked for a motion to approve the policies. **FORMAL ACTION: Mr. Doug Hollberg made the motion to approve all of the policies; it was seconded by Mr. Nolan. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

Lamar County Hazard Mitigation Plan Contract (action item)

Ms. Jeannie Brantley presented the first of three (3) contracts that the Planning Department needs to have approved by the council.

Lamar County recently requested the TRRC Planning staff's assistance with updating their Hazard Mitigation Plan, which is due in 2020. The Planning staff has assisted with Lamar County's plan in the past. The current contract is worth \$22,000. Chairman Thornton asked if there was any discussion; one member asked about the fee and what it covered. Ms. Brantley explained that the staff would be responsible for performing the update of the plan and that Lamar County would pay TRRC \$22,000 per the contract. **FORMAL ACTION: Mr. Nolan made a motion to approve the Lamar County Hazard Mitigation Plan; it was seconded by Mr. John Rainwater and carried unanimously.**

Two Rivers RC&D Proposed Contract (action item)

Two Rivers RC&D requested the Planning staff's assistance several months ago with the addendum of the Ulochatchee Watershed Management Plan; TRRC has assisted Two Rivers RC&D in the past with other projects. The Planning staff will work on the addendum, which will include updating water analyses and developing 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 addendum. Chairman Thornton asked if there was any questions; hearing none, he asked for a motion regarding the contract. **FORMAL ACTION: Mr. English made the motion to approve the Two Rivers RC&D Contract; it was seconded by Mr. Curtis Brown, Jr. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

FY '20 MAP-21 Planning Contract (action item)

The Planning Department is working with Middle Georgia Regional Commission (MGRC) on the MAP-21 Project. This project is to confirm road names, types, traffic control devices, etc. within the counties. MGRC is the liaison for the Georgia Association of Regional Commissions (GARC) and this project is a collaboration between GARC, the Georgia Department of Transportation (GDOT) and the Carl Vinson Institute. TRRC has worked on this project for a while now and has finished work for Lamar, Heard, Pike and Troup Counties; work is almost completed on Butts County. The work under the contract for the remaining counties should be finished over the next few years. The contract is worth \$59,250. Chairman Thornton asked if there were any questions; hearing none, he asked if there was a motion to approve the contract. **FORMAL ACTION: Mr. Koritko made the motion to approve the FY '20 MAP-21 Planning Contract; it was seconded**

by Mr. Nolan. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Industry Essentials Agreement (action item)

Ms. Stephanie Glenn presented this item to the council. 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. Southern Crescent is proposing that the program begin in late September. Chairman Thornton asked if there were any questions; hearing none, he asked if there was a motion to approve the agreement. **FORMAL ACTION: Mr. Hollberg made a motion to approve the Industry Essentials Agreement; it was seconded by Ms. Charlene Glover. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

Sector Partnership Update for Workforce

Workforce received funding for the High Demand Career Initiative (HDCI) in 2017. This funding was used to develop the Talent Portal and Data Center (www.threeriversworks.com) which went live in 2018. Workforce again submitted a proposal for this grant and was awarded \$366,669 to develop a sector partnership that will focus on Healthcare for the region.

WRA Transit Services Agreement Amendment #2 (action item)

Mr. Fjelstul advised the council that a sole source agreement was quickly needed when the transportation audit report was originally issued and our response was needed. The original sole source agreement was entered into with Mr. Jim Ritchey, of WRA, for the amount of \$20,000. GDOT's draft report was received in May 2019. GDOT now wants to change the type of contracting that it wants to do; this will change the scope for the Request for Proposals (RFPs). We needed to retain Mr. Ritchey's services again (Amendment #1 for \$20,000) in order to evaluate the financial risk to TRRC with regard to the draft findings and implementation of the findings. Now, a financial plan is needed as well as completing the RFP; Mr. Ritchey's services are needed again (Amendment #2 for an additional \$20,000, for a grand total of \$60,000). Chairman Thornton asked if there was a motion to approve the agreement. **FORMAL ACTION: Mr. Nolan made the motion to approve the WRA Transit Services Agreement Amendment #2; it was seconded by Mr. Hollberg. Chairman Thornton asked if there was any discussion. A member asked why was this needed and when would it end? Several council members provided reasons why the consultant was needed with Mr. Fjelstul giving a brief history to explain the GDOT and rural transit program situation. The current transportation provider has overspent their money (according to the contract) and is now asking for additional money, but they need to submit justification in support of their additional funding request. This matter has produced a contract dispute with the transportation provider; the provider has tendered their notice (to Mr. Fjelstul) that they will terminate the contract in forty-five (45) days. Another member asked about the possibility of retaining a new consultant. A new consultant would take more time and money to bring them "up to speed" in this matter. Ms. Kay Pippin reminded everyone that**

the two (2) committees (Finance, Audit and Administration and Planning and Projects) meet on a monthly basis and they discuss all topics in minute detail before presenting the information to the council. The Finance, Audit and Administration Committee has discussed the transit program topic for several months now to resolve the matter and “put us on the right path.” Ms. Pippin invited all council members to attend the committee meetings. Several more minutes of discussion followed with Chairman Thornton finally calling for the vote on the motion. The motion to approve the WRA Transit Services Agreement Amendment #2 carried unanimously.

TRRC Rural Transit Program Update

Mr. Fjelstul and Mr. Ritchey (WRA consultant) presented this portion of the agenda. Mr. Fjelstul gave a brief history of the transit program and the steps that have led to our current dilemma. Mr. Ritchey advised that there was nothing new to report regarding the audit. TRRC has repaid \$145,451.17 to GDOT so FY'16 and FY'17 have been resolved. The GDOT auditors and Mr. Ritchey interpreted the federal regulations differently, but GDOT has allowed TRRC to keep the reserve account. An interim (6 months) Third Party Operator (TPO) contract was negotiated with Transitions on July 26, 2019; they agreed with \$32.71 per service trip hour instead of contractual costs that were in the original contract. GDOT has given their approval for the interim contract. The reimbursement from the 5310 Program from the Department of Human Services (DHS) must be used as revenue; it cannot be used as match. Mr. Ritchey is estimating that in six (6) months, TRRC can add \$132,341.67, which must be added to the fund balance (reserve fund).

The Request for Proposals (RFPs) must be approved by GDOT. We are looking to begin the RFP process by September 23, 2019.

Ms. Peggi Tingle advised the members that \$145,451.17 (which Mr. Ritchey reported earlier) has been repaid. The projected reserve balance as of June 30, 2019, was \$566,364.55. GDOT wants the reserve to be used only for the transportation program.

A member wanted to know what the counties' responsibilities are if the transportation program is terminated? The counties are not required to provide a transportation program.

Planning and Projects Committee

August 22, 2019 Meeting

Committee Chair Brown, Jr. advised the council that the Planning and Projects Committee did not have a quorum to conduct any business during their earlier meeting today. The members did participate in a “robust” discussion of the rural broadband issue and what communities can do to prepare themselves for this and be broadband ready.

Workforce Board

Ms. Glenn reported that the Workforce Board did not have a quorum and could not conduct any business. The item (Industry Essentials Agreement) that the council approved will need to be brought back before the Workforce Board for their vote.

Executive Session

Chairman Thornton asked if there was a motion to enter into Executive Session to discuss potential litigation. **FORMAL ACTION: Mr. Koritko made the motion to enter into Executive Session; it was seconded by Mr. English and carried unanimously. The council meeting entered into Executive Session; all individuals that were not members of the council, the Finance, Audit and Administration and Planning and Projects Committees, left the room.**

After the Executive Session was completed, everyone returned to the room. Chairman Thornton announced that the meeting was back in regular session and that the council did discuss a matter of potential litigation. Chairman Thornton asked if there was anyone that would like to make a motion as a result of that discussion. **FORMAL ACTION: Ms. Pippin stated, “*This body authorizes the Finance Committee in concert with the Executive Director, to settle potential litigation with Transitions and enter into any temporary contracts they deem appropriate to continue services to the participants of this program.*” Mr. Hollberg seconded the motion. Chairman Thornton asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

New Business

Nothing was presented under this portion of the agenda.

Other Business

Nothing was presented under this portion of the agenda.

Good of the Order

Nothing was presented under this portion of the agenda.

Date and Location of Next Meeting

Chairman Thornton announced that the next meeting would be at 2:00 p.m. on Thursday, October 24, 2019. The meeting location is the Turin Town Hall in Turin, Georgia.

Adjournment

Chairman Thornton adjourned the meeting after receiving a motion from Ms. Knowles.

Faye Perdue, Secretary