

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 27, 2020. Due to the COVID-19 pandemic, the meeting was held via a Zoom video/conference call. Council Chair Norman Allen presided over the meeting in lieu of Committee Chair Ken Rivers. Council Chair Allen welcomed the members, called the meeting to order, gave the invocation as well as led the members in reciting the Pledge of Allegiance. The roll call was taken, and the following individuals attended:

Finance, Audit and Administration Committee Members in Attendance

Mr. Terry Nolan, Non-Public Member, Butts County  
Mr. Dustin Koritko, Council, City of Newnan  
Mr. Greg Wright, Non-Public Member, Coweta County  
Mr. Norman Allen, Chair, Upson County  
Mr. John Rainwater, Lt. Governor's Appointee

Additional Three Rivers Council Members in Attendance

Mr. Irvin Trice, Non-Public Member, Lamar County  
Ms. Charlene Glover, Mayor, City of Greenville  
Mr. Doug Hollberg, Mayor, City of Griffin

Staff Present

Mr. Kirk Fjelstul, Executive Director  
Ms. Peggi Tingle, Administrative Services Director  
Ms. Amanda Turner, Deputy Administrative Services Director  
Ms. Kim Bennett, Senior Accounting Technician, Administrative Services  
Ms. Hope Blakely, HR Manager  
Ms. Jan Perez, Secretary, Administrative Services  
Ms. Jeannie Brantley, Planning Director  
Ms. Kim Dutton, Planner  
Mr. Paul Jarrell, Planner  
Ms. Pavielle Ludlow, Transit Program Manager

Ms. Stephanie Glenn, Director, Workforce Development  
Ms. Stephanie Matthews, Deputy Workforce Development Director  
Ms. Kedra Banning, Youth Services Manager, Workforce Development  
Mr. Manuel Cadena, Youth Career Facilitator, Workforce Development  
Ms. Sherrielle Goodson, Youth Career Facilitator, Workforce Development  
Mr. Gene Herriott, Youth Career Facilitator, Workforce Development  
Mr. Forrest Johnson, Youth Career Facilitator, Workforce Development  
Mr. Danny Mitchell, Business Services Manager, Workforce Development  
Ms. Ali Robinson, Youth Career Facilitator, Workforce Development

#### APPROVAL OF JUNE 25, 2020 MINUTES (action item)

Council Chair Allen asked for a motion to approve the minutes for the June 25, 2020 committee meeting. Mr. Greg Wright made the motion to approve the June 25, 2020 meeting minutes; it was seconded by Mr. Terry Nolan and carried unanimously.

#### APPROVAL OF AGENDA (action item)

Council Chair Allen asked the committee for a motion regarding the agenda's approval. Mr. Nolan made the motion to approve the meeting agenda; it was seconded by Mr. Dustin Koritko and carried unanimously.

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

Ms. Amanda Turner reported that Mr. Kirk Fjelstul did not have any expenses for the months of June and July. Council Chair Allen advised that there was no need to approve this since there were no expenses.

#### REVIEW OF MONTHLY FINANCIAL STATEMENTS

Ms. Peggi Tingle presented this portion of the agenda. The financial statements were provided to the committee several days prior to today's meeting. Council Chair Allen asked for a motion to approve the May monthly financial statement. **FORMAL ACTION: Mr. Koritko made the motion to approve the May monthly financial statement; it was seconded by Mr. Nolan. Council Chair Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

#### POLICY CHANGES: ATTENDANCE AND LEAVE (action item)

Ms. Hope Blakely presented this portion of the agenda. She advised the committee that the staff members working the compressed schedule were not accruing the proper leave and it was the staff's recommendation for the committee and council to approve the updated Attendance and Leave policy. Council Chair Allen asked for a motion to approve the updated Attendance and Leave Policy. **FORMAL ACTION: Mr. Wright made the motion to approve changes to the Attendance and Leave Policy so as to align leave accrual with changes to the compressed, flexible, and telecommute policies that were previously approved; it was seconded by Mr.**

**Nolan. Council Chair Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

#### BEHAVIORAL HEALTH COACH CONTRACT (action item)

Ms. Joy Shirley presented this portion of the agenda. She explained that the CARES Act would provide funding for this new position and that the Behavioral Health Coach would provide coping techniques to clients that are directly or indirectly impacted by COVID-19; the coaching can be provided telephonically or virtually. Council Chair Allen asked for a motion concerning the Behavioral Health Coach Contract. **FORMAL ACTION: Mr. Koritko made the motion to authorize the Executive Director to negotiate and execute a contract for Behavioral Health Coaching through the end of August 2021, for a total of \$15,360. The motion was seconded by Mr. Wright. Council Chair Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

#### SPALDING COUNTY CSBG CARES CONTRACT (action item)

Ms. Jeannie Brantley presented this portion of the agenda. She explained that the Planning Department provided administrative services for the Spalding County Community Services Block Grant (CSBG). Spalding County receives this grant or allotment from the Department of Human Services (DHS) and it assists with providing services to low-to moderate income Spalding County residents. Council Chair Allen asked for a motion concerning the contract. **FORMAL ACTION: Mr. Koritko made the motion to authorize the Executive Director to approve the contract with Spalding County to administer the Cares Act CSBG. Total CSBG funds are \$381,080 and Three Rivers will be compensated \$45,730 (12%). The motion was seconded by Mr. John Rainwater. Council Chair Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

#### FY '21 ANNUAL MOU WITH THE DEPARTMENT OF COMMUNITY AFFAIRS (action item)

Ms. Brantley presented this portion of the agenda. She reminded the committee that this memorandum of understanding is an annual contract between DCA and all of the regional commissions to support state funded planning activities. Council Chair Allen asked for a motion concerning the memorandum of understanding. **FORMAL ACTION: Mr. Nolan made the motion to approve the FY '21 Planning MOU with DCA in the amount of \$155,000; it was seconded by Mr. Koritko. Council Chair Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

#### COMMITTEE MEETINGS DISCUSSION

Mr. Fjelstul advised the members that this topic is a follow up to earlier discussions regarding the committee and the meetings. He also advised that there was more research to do and that he would continue to contact other regional commissions to see if their committees were formalized, how often they met, etc. Mr. Fjelstul asked the members for their input on this subject. Mr. Wright commented that currently the council had the broad authority to appoint committees as needed.

#### FY '20 RMS CONTRACT, AMENDMENT 1 (action item)

Ms. Pavielle Ludlow presented this portion of the agenda. She advised that the transit costs and ridership have decreased due to the COVID-19 pandemic. She also advised that through the CARES Act, TRRC will receive \$3 million and that there is no (zero) match (in funding). Council Chair Allen asked for a motion concerning the FY '20 RMS Contract, Amendment 1. **FORMAL ACTION: Mr. Wright made the motion to authorize the Executive Director to negotiate and execute RMS amendment 1 to the FY '20 contract, subject to approval by GDOT; it was seconded by Mr. Nolan. Council Chair Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

#### APPROVAL OF FY '21 RMS CONTRACT, AMENDMENT 2 (action item)

Ms. Ludlow presented this portion of the agenda as well. It was noted that in January 2020, TRRC executed a one-year agreement with four (4) one-year options with RMS Transit to operate the transit service in Butts, Carroll, Lamar, Meriwether, Pike, Spalding and Upson counties. The FY'21 contract period is from October 1, 2020 until June 30, 2021. Council Chair Allen asked for a motion concerning the FY '21 RMS Contract, Amendment 2. **FORMAL ACTION: Mr. Rainwater made the motion to authorize the Executive Director to negotiate and execute Amendment 2, which is the option year one contract with RMS Transit, Inc., subject to GDOT approval; it was seconded by Mr. Wright. Council Chair Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

#### WRA TASK ORDER 3 (action item)

Mr. Fjelstul presented this portion of the agenda. WRA Task Order 3 is for the purpose of addressing major changes resulting from the COVID-19 pandemic and the 2020 Census; this task order is not to exceed \$70,000. Council Chair Allen asked for a motion concerning the WRA Task Order 3. **FORMAL ACTION: Mr. Koritko made the motion to authorize the Executive Director to negotiate and execute WRA Task Order 3 in an amount not to exceed \$70,000; it was seconded by Mr. Rainwater. Council Chair Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

#### TRRC RURAL TRANSIT PENDING LITIGATION – EXECUTIVE SESSION

Council Chair Allen asked for a motion to enter into Executive Session. **FORMAL ACTION: Mr. Koritko made the motion to enter into Executive Session; it was seconded by Mr. Rainwater and carried unanimously.**

Council Chair Allen asked for a motion to leave the Executive Session and move into regular session. **FORMAL ACTION: Mr. Koritko made the motion to leave the Executive Session and move into regular session; it was seconded by Mr. Nolan and carried unanimously.**

#### OTHER BUSINESS

There was nothing presented under this portion of the agenda.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, September 24, 2020 at 12:30 p.m.; additional meeting details will follow.

ADJOURNMENT

Council Chair Allen adjourned the meeting after receiving a motion from Mr. Koritko.

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Ken Rivers, Chairman  
Finance, Audit and Administration Committee