

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, December 10, 2020. Due to the COVID-19 pandemic, the meeting was held via a Zoom video/conference call. Mr. Greg Wright presided over the meeting due to Committee Chair Ken Rivers' absence. Mr. Wright called the meeting to order and welcomed the members. Mr. Doug Hollberg gave the invocation and afterwards, Mr. Wright 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. John Rainwater, Lt. Governor's Appointee

Additional Three Rivers Council Members in Attendance

Ms. Kay Pippin, Mayor, City of Jackson  
Mr. Doug Hollberg, Mayor, City of Griffin  
Ms. Gwen Flowers-Taylor, Chair, Spalding County

Guests in Attendance

Mr. Billy Minch, Auditor, Warren Averett  
Ms. Jennifer Williams, Auditor, Warren Averett  
Ms. Corinne Thornton, Office Director of Regional Community Services, Department of Community Affairs

Staff Present

Mr. Kirk Fjelstul, Executive Director  
Ms. Peggi Tingle, Administrative Services Director  
Ms. Amanda Turner, Deputy Administrative Services Director  
Ms. Hope Blakely, HR Manager  
Ms. Jan Perez, Secretary, Administrative Services  
Ms. Joy Shirley, AAA Director  
Ms. Emily Rogers, Deputy AAA Director  
Ms. Stephanie Matthews, Deputy Director, Workforce Development

### APPROVAL OF NOVEMBER 19, 2020 MINUTES (action item)

Mr. Wright asked for a motion to approve the minutes for the November 19, 2020 committee meeting. Mr. Dustin Koritko made the motion to approve the November 19, 2020 meeting minutes; it was seconded by Mr. John Rainwater and carried unanimously.

### APPROVAL OF AGENDA (action item)

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

### REVIEW OF EXECUTIVE DIRECTOR'S NOVEMBER EXPENDITURES (action item)

Ms. Amanda Turner presented this portion of the agenda. She advised the committee that Mr. Kirk Fjelstul did not have any expenditures of the month of November. **FORMAL ACTION: Mr. Nolan made the motion to approve the Executive Director's November Expenditures; it was seconded by Mr. Koritko. Mr. Wright asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

### REVIEW OF OCTOBER FINANCIAL STATEMENTS

Ms. Peggi Tingle presented this portion of the agenda. The members were provided a copy of the October Financial Statements for their review. Ms. Tingle advised that "we are still doing pretty good" with regard to the financials and "the fund balance is still intact since we have not had to use it." There was a brief question and answer period between the members and Ms. Tingle. Mr. Wright asked for a motion to approve the October 2020 financial statements. **FORMAL ACTION: Mr. Rainwater made the motion to approve the October 2020 financial statements; it was seconded by Mr. Koritko. Mr. Wright asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

### DISCUSSION OF DRAFT AUDIT FOR FISCAL YEAR 2020 (action item)

Mr. Fjelstul introduced Mr. Billy Minch and Ms. Jennifer Williams, both auditors with Warren Averett. Mr. Minch made a few remarks regarding the difference in groupings and then asked Ms. Williams to continue with the presentation. She advised the members that auditors did "streamline" the financial statements and asked the members to contact her if they wanted a copy of the draft audit. The auditors plan to issue an "unmodified" or "clean" opinion. Ms. Williams advised that everything should be completed and turned in to the state by the December 31, 2020 deadline. She mentioned that this year's expenses and revenue numbers are consistent with ones from the past year, such as expenses totaling \$14.3 million this year while they were \$14.2 million last year and revenue being \$13.9 million while it was \$13.75 million last year. She explained that the auditing staff communicated (via emails, conference calls, Zoom meetings, etc.) with the staff and that there were no difficulties in receiving the information that they (auditors) needed to complete their task. Ms. Williams mentioned that there was a finding with the Workforce Development program and explained that it is an internal controls matter and one that needs additional documentation in the program participants' files. This finding was mentioned during the November Finance, Audit and Administration Committee meeting. Mr. Koritko added that he "appreciates the hard work in doing the audit and it is always good to see a 'clean' audit." Mr. Fjelstul reminded the

members that the audit needed to be presented to and approved by the council. **FORMAL ACTION: Mr. Nolan made the motion that the committee approve the audit report for fiscal year 2020; it was seconded by Mr. Koritko. Mr. Wright asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

APPROVAL OF PROPOSED 2021 MEETING SCHEDULE (COMMITTEES AND COUNCIL)  
(action item)

Ms. Jan Perez presented this portion of the agenda. This information was presented to the committee during the November committee meeting. She advised that the proposed 2021 meeting schedule follows the same format as the 2020 schedule with the monthly committee meetings (on the 4<sup>th</sup> Thursday) and council meetings (on the 4<sup>th</sup> Thursday) every other month. The 2021 meeting schedule would be posted to the TRRC website in order to comply with the Open Meetings Act; this would also make it easily available for the general public to view. The staff's recommendation is to approve the Proposed 2021 Meeting Schedule. **FORMAL ACTION: Mr. Koritko made the motion to approve the calendar year 2021 meeting schedule for the Council and committees; it was seconded by Mr. Rainwater. Mr. Wright asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

COMMITTEE MEETINGS DISCUSSION

Mr. Fjelstul presented this portion of the agenda. He advised the committee that there were several decisions to make which include whether to establish an Executive Committee, the membership number, selection/make-up of the members of a potential Executive Committee as well as the chair selection. The committee listened to Mr. Fjelstul's presentation and participated in a question and answer session. The committee will review the information and participate in discussions on how to proceed and present this subject to the council.

EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS

Executive Director's Performance Review (action item) and Renewal of Executive Director's Contract (action item)

Mr. Wright asked the members on how they wanted to proceed with these agenda items and everyone agreed that they preferred an Executive Session. **FORMAL ACTION: At 1:20 p.m., Mr. Koritko made the motion to enter into Executive Session to discuss personnel matters; it was seconded by Mr. Rainwater and carried unanimously.**

**FORMAL ACTION: At approximately 1:30 p.m., Mr. Rainwater made the motion to go back into the regular session; it was seconded by Mr. Koritko and carried unanimously.**

**FORMAL ACTION: Mr. Koritko made the motion to accept the Executive Director's Report of Accomplishments (Performance Review); it was seconded by Mr. Rainwater and carried unanimously by the other committee members.**

**FORMAL ACTION: Mr. Koritko made the motion to renew the Executive Director's contract under the same terms and compensation as the previous one; it was seconded by Mr. Rainwater and carried unanimously by the other committee members.**

OTHER BUSINESS

Nothing was presented under this portion of the agenda.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, January 28, 2021 at 12:30 p.m.; additional meeting details will follow.

ADJOURNMENT

Mr. Wright ended the meeting.

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Ken Rivers, Chairman  
Finance, Audit and Administration Committee