

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, January 28, 2021. Due to the COVID-19 pandemic, the meeting was held via a Zoom video/conference call. Committee Chair Ken Rivers called the meeting to order and welcomed the members. He also gave the invocation and afterwards, 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. Ken Rivers, Commissioner, Butts County
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
Mr. Norman Allen, Chair, Upson County

Additional Three Rivers Council Members in Attendance

Ms. Gwen Flowers-Taylor, Chair, Spalding County

Guests in Attendance

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. Jeannie Brantley, Planning Director
Mr. Paul Jarrell, Planner
Ms. Joy Shirley, AAA Director
Ms. Emily Rogers, Deputy AAA Director
Mr. Tommy Kennedy, Director, Transit Program
Ms. Pavielle Ludlow, Manager, Transit Program

Ms. Stephanie Glenn, Director, Workforce Development
Ms. Stephanie Matthews, Deputy Director, Workforce Development

APPROVAL OF DECEMBER 10, 2020 MINUTES (action item)

Committee Chair Rivers asked for a motion to approve the minutes for the December 10, 2020 committee meeting. Mr. Greg Wright made the motion to approve the December 10, 2020 meeting minutes; it was seconded by Mr. Terry Nolan and carried unanimously.

APPROVAL OF AGENDA (action item)

Committee Chair Rivers asked the committee for a motion regarding the agenda's approval. Mr. John Rainwater made the motion to approve the meeting agenda as presented; it was seconded by Mr. Nolan and carried unanimously.

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

Committee Chair Rivers advised that Mr. Kirk Fjelstul did not have any expenditures for the month of December. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Executive Director's December Expenditures report and that there were no expenditures reported for December 2020; it was seconded by Mr. Nolan. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

REVIEW OF NOVEMBER FINANCIAL STATEMENTS

Ms. Peggi Tingle presented this portion of the agenda. The members were provided a copy of the November Financial Statements for their review. Ms. Tingle advised that some budget line items were over, but that for the most part, everything was in line. She mentioned that the travel budget was under since "we weren't expecting to be virtual this long." **FORMAL ACTION: Mr. Wright made the motion to approve the November 2020 financial statements; it was seconded by Mr. Rainwater. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

IRS NOTICE

Ms. Tingle advised the committee that the TRRC staff has recently received notification from the IRS regarding the possibility of a missed deadline and proposed penalties for submitting employee payroll information to the Social Security Administration for the calendar year of 2018. The staff is researching the matter and has responded to the notice; the staff has also consulted the auditors regarding this matter. A question was asked, "What are we doing to ensure that we don't miss deadlines?" Mr. Fjelstul advised that a proposed two (2) day training session for staff be conducted on a yearly basis. Ms. Tingle advised that new software has helped to insure that uploads are completed as quickly as possible. The staff will keep the committee members apprised of future developments concerning this matter.

RFQ FOR INSURANCE BROKER

Ms. Hope Blakely presented this portion of the agenda. She advised the committee that the Request for Quote (RFQ) is for a health insurance broker. Ms. Blakely provided a brief history of the RFQ and advised the committee that eight (8) firms responded and submitted the requested information. The firms were evaluated according to written criteria and the top ranked firm is Relation Insurance Services of Johns Creek, Georgia. The staff recommendation is to authorize the Executive Director to negotiate and execute an agreement with Relation Insurance Services. **FORMAL ACTION: Mr. Nolan made the motion that the committee authorize the Executive Director to negotiate and execute an agreement with the top ranking proposer, Relation Insurance Services. The agreement is for one (1) year with four (4) renewal options. The motion was seconded by Mr. Dustin Koritko. Committee Chair Rivers asked if there was any discussion and Ms. Blakely answered several questions from the members. Committee Chair Rivers asked if there was any more discussion; hearing none, he called for the vote and the motion carried unanimously.**

Committee Chair Rivers and Mr. Fjelstul thanked Ms. Blakely for her hard work concerning the RFQ.

FY '22 GRANT APPLICATION WITH DHS FOR TRANSIT SERVICES (action item)

Ms. Pavielle Ludlow presented this portion of the agenda. She advised that the grant application is an annual renewal; the Department of Human Services (DHS) Transit Services contract is part of the TRRC transit system and an important part of the funding and operation of the transit system. Ms. Ludlow noted that the DHS Transit Services funding also serves as the match for our 5311 Public Transit Program. A member asked if there was any significant difference between last year and this year due to COVID-19. Ms. Ludlow advised that ridership was down since several of the senior centers were closed, but that the transit program was assisting the senior centers with meal deliveries. **FORMAL ACTION: Mr. Koritko made the motion to approve the FY '22 Grant Application with DHS for Transit Services; it was seconded by Mr. Wright. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

MANUFACTURING BASICS CONTRACT EXTENSION (action item)

Ms. Stephanie Matthews presented this portion of the agenda. She explained that this contract is with Southern Crescent Technical College (SCTC) and that at the time it was for Lamar, Pike and Upson Counties. She advised that there was a contract extension before and that it was until December 31, 2020, but that COVID-19 impacted the program and how the services were to be delivered. SCTC had explored various ways to get the program started and officials want to extend the contract until December 31, 2021 and to include Butts and Spalding Counties. Ms. Matthews answered several questions that members had concerning this subject. Committee Chair Rivers reminded the members that the total cost of the program is \$60,000 and it is for 30 participants that reside in Butts, Lamar, Pike, Spalding and Upson Counties. **FORMAL ACTION: Mr. Wright made the motion to approve an extension of the Manufacturing Basics training**

proposal until December 31, 2021 for 30 participants residing in Butts, Lamar, Pike, Spalding and Upson at the total cost of \$60,000; it was seconded by Mr. Rainwater. Committee Chair Rivers asked if there was any additional 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 he had contacted several regional commissions concerning their executive committees. Mr. Fjelstul explained that he would like to delay the discussion and present further information at the February meeting.

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, February 25, 2021 at 12:30 p.m.; additional meeting details will follow.

ADJOURNMENT

Committee Chair Rivers adjourned the meeting after receiving a motion from Mr. Wright and a second from Mr. Koritko.

Ken Rivers, Chairman
Finance, Audit and Administration Committee