

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 25, 2022 at the Turin Town Hall in Turin, Georgia. In lieu of Committee Chair Ken Rivers' absence, TRRC Council Vice Chair Curtis Brown, Jr., presided over the meeting. He welcomed the members and called the meeting to order. Mr. Doug Hollberg gave the invocation and afterwards he led everyone 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 Member, City of Newnan
Mr. Greg Wright, Non-Public Member, Coweta County
Mr. Doug Hollberg, Mayor, City of Griffin
Mr. Curtis Brown, Jr., Non-Public Member, Troup County
Mr. Norman Allen, Chair, Upson County
Mr. John Rainwater, Lt. Governor's Appointee

Council Members in Attendance

Mr. Cecil McDaniel, Council Member, City of Barnesville
Ms. Gwen Flowers-Taylor, Commissioner, Spalding County

Guests in Attendance

None

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Angela Jackson, Finance Director
Ms. Mandy Nicholson, HR Manager
Ms. Jan Perez, Executive Administrator

Ms. Jeannie Brantley, Planning Director
Mr. Paul Jarrell, Senior Planner
Ms. Stephanie Wagner, Planner
Ms. Shari Selch, GIS Planner
Ms. Emily Rogers, Deputy AAA Director
Mr. Tommy Kennedy, Transit Program Director
Ms. Stephanie Glenn, Workforce Development Director
Ms. Stephanie Matthews, Deputy Workforce Development Director
Ms. Kedra Banning, Youth Services Manager, Workforce Development
Ms. Carolyn Mitchell, Program Services Manager, Workforce Development

APPROVAL OF THE JUNE 23, 2022 MINUTES (action item)

Council Vice Chair Brown asked for a motion to approve the June 23, 2022 meeting minutes. Mr. Terry Nolan made the motion to approve the June 23, 2022 meeting minutes; it was seconded by Mr. Dustin Koritko and carried unanimously.

APPROVAL OF AGENDA (action item)

Council Vice Chair Brown asked for a motion to approve the agenda. Mr. John Rainwater made the motion to approve the agenda; it was seconded by Mr. Koritko and carried unanimously.

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

Ms. Jan Perez presented this portion of the agenda. She advised the committee that there were no expenditures reported for the Executive Director in June and July. Council Vice Chair Brown asked for a motion concerning the expenditures. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Executive Director's expenditures report for June and July. The motion was seconded by Mr. Koritko and carried unanimously.**

SERDI CONTRACT FOR EXECUTIVE DIRECTOR RECRUITMENT (action item)

Mr. Kirk Fjelstul presented this portion of the agenda. He explained that SERDI (SouthEast Regional Directors Institute) assisted with his recruitment a few years ago. The cost of the contract is \$10,000 plus any direct expenses, such as travel. **FORMAL ACTION: Mr. Koritko made the motion to approve the contract with SERDI to manage the recruitment for the Executive Director in the amount of \$10,000 plus expenses; the motion was seconded by Mr. Rainwater. Council Vice Chair Brown asked if there were any questions; hearing none, he called for the vote and the motion carried unanimously.**

REVIEW OF JUNE FINANCIAL REPORT (action item)

Ms. Angela Jackson presented this portion of the agenda. She presented a Power Point to the committee and went over the various numbers. Several members asked questions about some of the items with Ms. Jackson providing answers. **FORMAL ACTION: Mr. Rainwater made the motion to accept the June financial report; the motion was seconded by Mr. Koritko. Council Vice Chair Brown asked if there were any questions; hearing none, he called for the vote and the motion carried unanimously.**

PENSION PLAN RESOLUTION (action item)

Ms. Jackson presented this portion of the agenda. She explained that the IRS requires that all defined contribution retirement plans to be restated every six (6) years in order to maintain the plan's tax qualified status. **FORMAL ACTION: Mr. Koritko made the motion to approve the Pension Plan Resolution, including Kirk Fjelstul as the trustee and naming the Interim Executive Director as the trustee upon the departure of Kirk Fjelstul; the motion was seconded by Mr. Rainwater. There was some discussion before Council Vice Chair Brown asked if there were any additional questions; hearing none, he called for the vote and the motion carried unanimously.**

LEASE WITH ATHENS COUNCIL ON AGING (action item)

Ms. Emily Rogers presented this portion of the agenda. She advised the members that the Division of Aging Services (DAS) consolidated the Senior Community Service Employment Program (SCSEP) grant so that one (1) region would be responsible for the whole state. The Athens Council on Aging received the grant and has requested that the SCSEP coordinator continue to work from the TRRC office in Franklin. **FORMAL ACTION: Mr. Rainwater made the motion to authorize the Executive Director to sign the lease with Athens Council on Aging for use of one office and one furnished cubicle at the Franklin office in the amount of \$500 per month. The lease will be effective September 1, 2022 thru June 30, 2023. Mr. Nolan seconded the motion. Council Vice Chair Brown asked if there were any questions; hearing none, he called for the final vote and the motion carried unanimously.**

ADRC COUNSELOR CONTRACT AMENDMENT (action item)

Ms. Rogers presented this portion of the agenda. She advised the committee that the original contract was approved during the June 23, 2022 Finance, Audit and Administration Committee. The amendment is to increase the hours for Ms. Graves from 1,560 to 2,080 annually. **FORMAL ACTION: Mr. Rainwater made the motion to approve the amended contract for the ADRC counselor, increasing the hours from 1,560 to 2,080 annually, and increasing the annual maximum compensation to \$43,680. The contract will be in effect from July 1, 2022 through June 30, 2026. Mr. Nolan seconded the motion. Council Vice Chair Brown asked if there were any questions; hearing none, he called for the final vote and the motion carried unanimously.**

SPALDING COUNTY CSBG CONTRACT AND AMENDMENTS (action item)

Ms. Jeannie Brantley presented this portion of the agenda. She advised the committee that the Planning Department provides grant administrative services for the Spalding County Community Services Block Grant (CSBG). The grant (an allotment) is one that Spalding County receives from the Department of Human Services (DHS); this grant is used to provide services to low-to-moderate income residents within the county. The TRRC Council approved the original FY'22 CSBG Contract with Spalding County in the amount of \$27,300.15 for services rendered. DHS had awarded Spalding County additional CSBG Carryover Funds totaling \$92,982.15. The CSBG Administrative Contract is now increased to \$41,247.47 through September 2022. **FORMAL ACTION: Mr. Nolan made the motion to amend the FY'22 Spalding County CSBG contract to increase compensation from \$27,300.15 to \$41,247.47 for administrative services; Mr.**

Koritko seconded the motion. Council Vice Chair Brown asked if there were any questions; hearing none, he called for the final vote and the motion carried unanimously.

SPALDING COUNTY CSBG CARES CONTRACT (action item)

Ms. Brantley presented this portion of the agenda. She explained that the Planning Department provides grant administrative services for the Spalding County CSBG and DHS sends the grant to Spalding County. Spalding County has received additional CSBG Cares funding as a result of the COVID-19 pandemic. The funds will be awarded for the time frame of July 2022 through September 2022. The Planning Department serves as the full administrative staff for the CSBG Program and will provide oversight for this additional funding. TRRC will receive an amount equal to 12% of the funding or \$11,300.90 for services rendered. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Spalding County CSBG Cares Act contract in the amount of \$11,300.90 for administrative services; Mr. Koritko seconded the motion. Council Vice Chair Brown asked if there were any questions; hearing none, he called for the final vote and the motion carried unanimously.**

MEMORANDUM OF AGREEMENT (MOA) FOR THE REVAMP WITH MGRC (action item)

Ms. Brantley presented this portion of the agenda. She reported that the Planning Department has been working with Middle Georgia Regional Commission (MGRC) for several years on the Roadway Element Validation and Mapping Program (REVAMP). MGRC is the liaison for the Georgia Association of Regional Commissions (GARC) and is working with GDOT and the Carl Vinson Institute on the REVAMP project. This is an annual contract that begins July 1, 2022 and ends on June 30, 2023. The total amount of this contract is \$33,000 for work performed. **FORMAL ACTION: Mr. Nolan made the motion to approve the agreement with MGRC for REVAMP, commencing on July 1, 2022 and ending June 30, 2023, for a maximum compensation of \$33,000.00; the motion was seconded by Mr. Rainwater. Council Vice Chair Brown asked if there were any questions; hearing none, he called for the final vote and the motion carried unanimously.**

FY'23 ANNUAL MOA WITH THE DEPARTMENT OF COMMUNITY AFFAIRS (action item)

Ms. Brantley presented this portion of the agenda as well. She advised that this is an annual MOU with DCA. Each year DCA contracts with the regional commissions to help support state funded planning activities, such as regional, comprehensive local plans. This MOU is for fiscal year 2023 and is worth \$163,400. **FORMAL ACTION: Mr. Nolan made the motion to approve the FY'23 annual agreement with DCA in the amount of \$163,400; Mr. Rainwater seconded the motion. Council Vice Chair Brown asked if there were any questions; hearing none, he called for the final vote and the motion carried unanimously.**

TRANSIT PROGRAM UPDATE

Mr. Tommy Kennedy presented this portion of the agenda. He advised that this was for informational purposes only. He reported on the Transit finances, the results of a performance review that was conducted of our transit contractor, the status of the contracts with GDOT and DHS and the 5307 grant program.

APPROVE TRANSIT SAFETY PLAN (action item)

Mr. Kennedy presented this portion of the agenda. He advised that in order to receive 5307 transit funds, TRRC Transit is required to have a Public Transit Agency Safety Plan (PTASP). The plan outlines the actions necessary to develop, implement, and maintain processes to achieve a high level of safety performance. Mr. Kennedy elaborated on the elements of the plan. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Public Transit Agency Safety Plan (PTASP) for the TRRC Transit; Mr. Koritko seconded the motion. Council Vice Chair Brown asked if there were any questions; hearing none, he called for the final vote and the motion carried unanimously.**

APPROVE TRANSIT DISADVANTAGED BUSINESS ENTERPRISE (DBE) PLAN (action item)

Mr. Kennedy presented this portion of the agenda. He mentioned that as a condition of TRRC receiving 5307 federal financial assistance, we are required to sign an assurance that we will comply with certain federal regulations which also includes having a DBE plan. This is to ensure nondiscrimination in the administration of transit grants, and to create a level playing field on which DBEs can fairly compete. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Disadvantaged Business Enterprise (DBE) Plan for the TRRC Transit; it was seconded by Mr. Koritko. Council Vice Chair Brown asked if there were any questions; hearing none, he called for the final vote and the motion carried unanimously.**

APPROVE TRANSIT 5307 GRANT RESOLUTION (action item)

Mr. Kennedy presented this portion of the agenda as well. He advised that the grant resolution is necessary for TRRC Transit to cooperate with Atlanta-Region Transit Link Authority (ATL) in order to receive 5307 grant funds. These funds can only be used for transit and will be used to support transit in portions of Carroll and Spalding Counties. **FORMAL ACTION: Mr. Nolan made the motion to approve the Transit 5307 Grant Resolution; it was seconded by Mr. Rainwater. Council Vice Chair Brown asked if there were any questions; hearing none, he called for the final vote and the motion carried unanimously.**

OTHER BUSINESS

Nothing was mentioned under this portion of the agenda.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, September 22, 2022 at 12:30 p.m.; additional meeting details will follow.

ADJOURNMENT

Council Vice Chair Brown adjourned the meeting after receiving a motion from Mr. Koritko and a second from Mr. Rainwater.

Ken Rivers, Chairman
Finance, Audit and Administration Committee