

TO: COUNCIL, THREE RIVERS REGIONAL COMMISSION

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

SUBJECT: MINUTES OF MEETING HELD FEBRUARY 25, 2021

The Regional Council of the Three Rivers Regional Commission held its meeting at 2:00 p.m. on Thursday, February 25, 2021. The meeting was held via a Zoom video/conference call due to the current COVID-19 pandemic.

WELCOME, CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Chairman Norman Allen welcomed everyone and called the meeting to order. Mr. Ken Rivers gave the invocation and afterwards, Chairman Allen led everyone in reciting the Pledge of Allegiance. The roll call was taken, and the following individuals attended:

Regional Council Members in Attendance

Mr. Ken Rivers, Commissioner, Butts County  
Ms. Kay Pippin, Mayor, City of Jackson  
Mr. Terry Nolan, Non-Public Member, Butts County  
Ms. Michelle Morgan, Chair, Carroll County  
Ms. Donna Armstrong-Lackey, Non-Public Member, Carroll County  
Mr. Greg Wright, Non-Public Member, Coweta County  
Mr. Lee Boone, Chair, Heard County  
Mr. Denney Rogers, Mayor, City of Ephesus  
Ms. Kathy Knowles, Non-Public Member, Heard County  
Mr. Bennie Horton, Commissioner, Lamar County  
Mr. Cecil McDaniel, Council Member, City of Barnesville  
Mr. Irvin Trice, Non-Public Member, Lamar County  
Ms. Charlene Glover, Mayor, City of Greenville  
Mr. Joe Walter, Mayor, City of Zebulon  
Mr. Ric Calhoun, Non-Public Member, Pike County  
Ms. Gwen Flowers-Taylor, Commissioner, Spalding County  
Mr. Douglas Hollberg, Mayor, City of Griffin  
Mr. Matthew Middleton, Non-Public Member, Spalding County  
Mr. Curtis Brown, Jr., Non-Public Member, Troup County  
Mr. Norman Allen, Chair, Upson County  
Mr. J. D. Stallings, Mayor, City of Thomaston  
Ms. Hannah Ellington, Non-Public Member, Upson County  
Mr. John Rainwater, Lt. Governor's Appointee

### Regional Council Members Absent

Ms. Shirley Marchman, Council Member, City of Villa Rica  
Mr. Bob Blackburn, Chair, Coweta County  
Mr. Dustin Koritko, Council Member, City of Newnan  
Mr. Bryan Threadgill, Chair, Meriwether County  
Ms. Faye Perdue, Non-Public Member, Meriwether County  
Mr. Tim Daniel, Commissioner, Pike County  
Mr. Richard English, Jr., Commissioner, Troup County  
Mr. Jim Thornton, Mayor, City of LaGrange  
Vacant, Governor's Appointees  
Vacant, Speaker's Appointee

### 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 Specialist, Administrative Services  
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  
Ms. Marsha Thompson, Program Manager, AAA  
Mr. Tommy Kennedy, Director, Transit Program  
Ms. Pavielle Ludlow, Manager, Transit Program  
Ms. Stephanie Glenn, Director, Workforce Development  
Ms. Stephanie Matthews, Deputy Workforce Development Director  
Mr. Danny Mitchell, Business Services Manager, Workforce Development

### APPROVAL OF AGENDA (action item)

Chairman Allen asked for a motion to approve the agenda. **FORMAL ACTION: Mr. Ken Rivers made the motion to approve the agenda; it was seconded by Mr. Curtis Brown, Jr. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion passed unanimously.**

### APPROVAL OF MINUTES – DECEMBER 10, 2020 MEETING (action item)

Chairman Allen asked for a motion to approve the December 10, 2020 meeting minutes. **FORMAL ACTION: Ms. Charlene Glover made the motion to approve the December 10, 2020 meeting minutes; it was seconded by Mr. Terry Nolan. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion passed unanimously.**

### CHAIRMAN'S REPORT

Chairman Allen advised the members that another member needed to be appointed to the Planning and Projects Committee. Ms. Gwen Flowers-Taylor has agreed to serve on the Planning

and Projects Committee and Chairman Allen thanked her for volunteering and for her service on the committee.

## EXECUTIVE DIRECTOR'S REPORT

Mr. Fjelstul presented this portion of the agenda.

New Staff Introduction – Mr. Fjelstul introduced Mr. Tommy Kennedy, the new Transit Program Director. He advised the council that the Transit Program Director was a new position and provided a concise job description as well as Mr. Kennedy's biography to the members.

Economic Recovery Summit – Mr. Fjelstul asked Mr. Danny Mitchell, Business Services Manager for the Workforce Development program, to present this item. Mr. Mitchell gave a brief report concerning the (virtual) Economic Recovery Summit that is scheduled for tomorrow (February 26, 2021) beginning at 10:00 a.m. He encouraged the council to register for the event. The staff will email the event information to the council members.

Aging Program Assisting with Vaccine Measures in our Region – Ms. Emily Rogers reported that the Aging Programs throughout the state were asked by the Department of Human Services (DHS) to collaborate with the Department of Public Health (DPH) to get the vaccine to the senior citizens and their caregivers in our region. The Aging Program will assist the seniors and their caregivers to sign up for the vaccine and to coordinate transportation services for those individuals to vaccination sites. The senior centers are currently contacting existing clients to determine the level of interest they have in receiving the vaccine; Ms. Rogers reported that 200 individuals have indicated that they want the vaccine. At an event in West Point, 312 vaccines were given to the seniors at a senior center; Hogansville is preparing for an event at a senior center and they are anticipating 400 seniors receiving the vaccine. More details regarding this effort will be reported in the future.

## COMMITTEE REPORTS

### Finance, Audit and Administration Committee

February 25, 2021 Meeting:

Committee Chair Ken Rivers advised the council that the Finance, Audit and Administration Committee met earlier and proceeded with the report.

#### Review of Executive Director's January Expenditures (action item)

**FORMAL ACTION:** Committee Chair Rivers reported that Mr. Fjelstul had one (1) expense worth \$103.99 for the month of January. The Finance, Audit and Administration Committee made the motion to approve the Executive Director's January Expenditures. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Review of December Financial Statements (action items)

**FORMAL ACTION:** Committee Chair Rivers noted that the committee reviewed the December Financial Statements and that the Finance, Audit and Administration Committee made the motion to approve the December Financial Statements. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Audit RFP (action item)

Committee Chair Rivers advised that TRRC has used the same independent auditing firm for the past several years. It was decided to conduct a RFP for auditing services, which the staff recently did. **FORMAL ACTION:** The Finance, Audit and Administration Committee made the motion to authorize the Executive Director to negotiate and execute a contract for independent audit services with Clifton, Lipford, Hardison & Parker. This contract will cover five (5) consecutive fiscal years, beginning with fiscal year 2021. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Resolution for Aging Area Plan (action item)

**FORMAL ACTION:** Committee Chair Rivers advised that the Finance, Audit and Administration Committee made the motion to approve the annual Resolution, Letter of Intent, and Standard Assurances for Fiscal Year 2022, authorizing a contract with the Division of Aging Services and necessary documents, and the submission of a Fiscal Year 2022 budget for the Area Plan. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Preferred Community Health Partners Contract Renewal (action item)

**FORMAL ACTION:** Committee Chair Rivers reminded the council that this is an annual renewal and that the Finance, Audit and Administration Committee made the motion to approve a renewal of a referral program for in home services with Anthem Blue Cross Blue Shield through November of 2021. Approval includes execution of a contract and statements of Medicaid and commercial work with Southwest Georgia Council on Aging, as the financial administrator for Georgia. The program is done in partnership with PCHP, which provides the referrals. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Mask Policy for Transit Buses (action item)

**FORMAL ACTION:** Committee Chairs Rivers advised that the Mask Policy was brought about due to a federal mandate for masks while using public transportation. The Finance, Audit and Administration Committee made the motion to approve the policy requiring masks on TRRC transit vehicles; he further explained that this was the overall recommendation from the committee with one (1) nay from the committee chairman. Chairman Allen asked if there was any discussion; hearing none, he called for the vote. The majority passed the motion with one (1) dissenting vote (Rivers).

FY 2020 Contract Amendment with RMS Transit, Inc. for Rural Transit Service (action item)

**FORMAL ACTION:** Committee Chair Rivers advised that the Finance, Audit and Administration Committee made the motion to authorize the Executive Director to negotiate and execute an amendment to the FY 2020 RMS Transit, Inc. contract that included a negotiated rate consistent with the RFP, or reimbursement for actual expenses that are consistent with GDOT guidance (subject to GDOT approval). Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

FY 2021 Contract with RMS Transit, Inc. for Rural Transit Service (action item)

**FORMAL ACTION:** Committee Chair Rivers advised that the Finance, Audit and Administration Committee made the motion to authorize the Executive Director to negotiate and execute a FY 2021 contract with RMS Transit, Inc. that includes a negotiated rate consistent with the RFP, or reimbursement for actual expenses that are consistent with GDOT guidance (subject to GDOT approval). Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Committee Meetings Discussion

Committee Chair Rivers reported that there is no action required on this item. The committee has continued to discuss the option of establishing an executive committee and has concluded that this is a topic that the entire council needs to discuss. The committee would like to save this topic to be discussed by the entire council at a future retreat.

January 28, 2021 Meeting:

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

**FORMAL ACTION:** Committee Chair Rivers advised that the Executive Director did not have any expenditures for the month of December. The Finance, Audit and Administration Committee made the motion to approve the Executive Director's December Expenditures report and there were no expenditures reported for December 2020. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Review of November Monthly Financial Statements (action item)

**FORMAL ACTION:** Committee Chair Rivers advised that the committee made the motion to approve the monthly financial statement for November 2020. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

## IRS Notice

Committee Chair Rivers advised that this is not an action item. In January, the staff informed the committee about a notice from IRS concerning a possible missed deadline and the proposed penalties for submitting the employee payroll information to the Social Security Administration for the calendar year of 2018. The staff has researched the matter, consulted with the auditors and responded to the notice. This will be a recurring item, as the staff will keep everyone apprised of the developments regarding this matter.

## RFQ for (Health) Insurance Broker (action item)

**FORMAL ACTION:** Committee Chair Rivers advised that the committee made a motion to 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. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

## FY '22 Grant Application with DHS for Transit Services (action item)

**FORMAL ACTION:** Committee Chair advised that the Finance, Audit and Administration Committee made the motion to approve the FY '22 grant application with DHS for transit services. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

## Manufacturing Basics Contract Extension

**FORMAL ACTION:** Committee Chair advised that the Finance, Audit and Administration Committee made the motion to approve an extension of the Manufacturing Basics training proposal until December 31, 2021 for thirty (30) participants residing in Butts, Lamar, Pike, Spalding and Upson at the total cost of \$60,000. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

## Committee Meetings Discussion

Committee Chair Rivers reported that there is no action required on this item and that it was previously presented earlier in his report. He also reported that this concluded his report from the Finance, Audit and Administration Committee.

## Planning and Projects Committee

February 25, 2021 Meeting:

Committee Chair Curtis Brown, Jr. advised the council that the Planning and Projects Committee met earlier. There is no action to be taken on the following subjects:

### TRRC Broadband Task Force Update

Committee Chair Brown reported that funding (approximately \$30 million) has been approved for broadband initiatives across the state. He explained that \$20 million was approved for the mid-year budget this year and the remaining \$10 million appropriated for next year. The Public Service Commission (PSC) has also approved the agreement to use EMC poles in order to help facilitate broadband expansion across the state. Several agencies have committed to providing additional funding for broadband.

### GA Smart Communities Challenge 2021 Proposals

Committee Chair Brown advised that the GA Smart Communities Challenge is a program from Georgia Tech. They are seeking proposals from communities throughout the state. Our region has not had a community to submit a project and we are hoping that this will change. The Georgia Tech program tries to identify solutions to problems utilizing data driven techniques. The program administrator's contact information is listed in everyone's packet and Committee Chair Brown encouraged the members to contact the GA Smart Communities program for additional information.

### Update on the Census

Committee Chair Brown reported that there were several issues (mail in delays, individuals not using their assigned identification numbers, etc.) that were affecting the Census. These issues are delaying the deadlines for information concerning redistricting and other matters that will be released.

### Review of Developments of Regional Impact (DRI) Projects for TRRC (July 2020 to February 2021)

Committee Chair Brown advised that there were several important projects ongoing in our region in the counties of Carroll, Troup, Butts and Coweta.

January 28, 2021 Meeting:

### Discussion on Draft Year One Broadband Report

Committee Chair Brown reported that the staff and committee had a "great discussion" concerning the development effort for broadband. He reminded everyone that funds have been approved to assist with broadband initiatives across the state.

### Phase II – School Validation Project for Roadway Element Validation and Mapping Program (REVAMP) (formerly MAP-21)

Committee Chair Brown reported that the TRRC GIS staff is working on Phase II of REVAMP; staff is collecting data for school validation for each physical and functioning school location in TRRC's region. The needed data consists of crosswalks, turn lanes, on-street parking, pedestrian signal presence, sidewalks, school zone indicators and speed limits. He advised that TRRC's GIS staff needs each local government's help with collecting this information.

### Strategic Plan Update

Committee Chair Brown mentioned that the staff continues to focus on the Strategic Plan. Work is being done on the top three (3) areas, which include investing in employee growth and training; establishment of a broadband task force; and producing an electronic media plan. Staff has achieved several goals and he congratulated them on this accomplishment.

### FY '20 Fact Sheets

Committee Chair Brown reported that the Planning staff has issued fact sheets for fiscal year 2020; the sheets are in draft form at this time so that staff can verify information on activities and services provided by TRRC departments. The fact sheets will be placed on TRRC website very soon.

Committee Chair Brown advised that this was the end of his report.

### OLD BUSINESS

Nothing was presented under this portion of the agenda.

### 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

Mr. Nolan remarked that with the COVID vaccinations, "we are starting to see some movement now and any help for the seniors (in getting the vaccine) is greatly appreciated. Thank you to all of those that are getting the seniors to the (vaccination) centers."

Mr. Fjelstul reminded the council that the Census data deadline has been moved to September 2021 and that this could possibly impact the redistricting issue. Staff will continue to monitor this as well as contact GMA and ACCG for information; the staff will keep the council informed of information that is received. He thanked the staff and members for all of the work done in conjunction with the committees. He thanked Ms. Flowers-Taylor for volunteering to serve on the Planning and Projects Committee and encouraged others to contact Ms. Jan Perez if they would like to serve on the committees.

### DATE AND LOCATION OF NEXT MEETING

Chairman Allen announced that the next meeting would be held at 2:00 p.m. on Thursday, April 22, 2021; additional meeting details will follow.



ADJOURNMENT

Chairman Allen adjourned the meeting after receiving a motion from Ms. Kay Pippin and a second from Mr. Nolan.

---

Faye Perdue, Secretary