

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 12:26 p.m. on Thursday, October 26, 2023 at the Turin Town Hall in Turin, Georgia. Council Chairman Doug Hollberg presided over the meeting in lieu of Committee Chair Ken Rivers; he (Council Chairman Hollberg) called the meeting to order and welcomed the members. It was determined that there was not a quorum to conduct business and that reports would be given instead. 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 (Mayor Pro Tem), City of Newnan
Mr. Doug Hollberg, Mayor, City of Griffin

Council Members in Attendance

Mr. Lee Boone, Chair, Heard County
Ms. Kathy Knowles, Non-Public Member, Heard County
Ms. Charlene Glover, Mayor, City of Greenville

Guests in Attendance

Ms. Corinne Thornton, Office Director of Regional Community Services, Department of Community Affairs (DCA)

Staff Present

Mr. Mark Butler, Executive Director
Ms. Kim Bennett, Finance Director
Ms. Jan Perez, Executive Administrator
Ms. Jeannie Brantley, Planning Director/Interim Transit Operations Manager
Mr. Paul Jarrell, Senior Planner
Ms. Stephanie Wagner, Planner
Mr. Tommy Kennedy, Transit Program Director
Ms. Stephanie Matthews, Workforce Development Director

APPROVAL OF AUGUST 24, 2023 MEETING MINUTES (action item)

Business could not be conducted due to the lack of a quorum.

APPROVAL OF AGENDA (action item)

Business could not be conducted due to the lack of a quorum.

REVIEW OF EXECUTIVE DIRECTOR'S AUGUST AND SEPTEMBER EXPENDITURES (action item)

Business could not be conducted due to the lack of a quorum.

FY'23 AUDIT UPDATE

Ms. Kim Bennett, TRRC's Finance Director, presented this report. She advised the members that the FY'23 Audit started on time. The auditors have already visited the office and commenced their work. Ms. Bennett was pleased to report that the FY'22 audit findings have already been resolved; the auditor advised Ms. Bennett of this news upon his arrival at the office to do field work. Ms. Bennett has been in constant contact with the auditor and is supplying him with the documents he needs to complete the FY'23 Audit. At this point, everything is on schedule with regard to the current audit and our deadline of December 31, 2023.

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) CONTRACT WITH SPALDING COUNTY (action item)

Business could not be conducted due to a lack of a quorum. Ms. Jeannie Brantley presented a brief report on the CSBG Contract with Spalding County. It was noted that this is an annual contract. This is an allotment that Spalding County receives from the Georgia Department of Human Services (DHS) and the funds are used to provide services to low-to-moderate income residents within the county. TRRC serves as the full administrative staff for the CSBG Program and will receive an amount equal to 15% or \$25,492 for services rendered. This contract is for FY'24 and operates on a federal fiscal year that runs from October through September.

APPROVAL OF REVAMP CONTRACT WITH GEORGIA ASSOCIATION OF REGIONAL COMMISSIONS (GARC) (action item)

Business could not be conducted due to a lack of a quorum. Ms. Brantley presented a brief report on the REVAMP Contract with GARC. This is also an annual contract that runs from July 1, 2023 until June 30, 2024; TRRC will receive \$33,000.00 for work performed under this agreement. The TRRC Planning Department has been working with the Middle GA Regional Commission (MGRC) for several years on the Roadway Element Validation and Mapping Program (REVAMP); MGRC is the liaison for GARC and is working in conjunction with both Georgia Department of Transportation (GDOT) and the Carl Vinson Institute on this project. This project concerns data collection and validation and includes provisions for TRRC to work outside of the region to assist other counties and regional commissions if it is required.

TRANSIT PROGRAM UPDATE

Mr. Tommy Kennedy presented this report. He advised that Ms. Brantley was brought on board to work as the Transit Interim Operations Manager. TRRC brought the transit service in-house on July 1, 2023 and while the program has had a few issues at the beginning, it continues to improve

with time. He also reported on contracts that have been executed and received as well as the submittal for the FY'24 Georgia Transit Trust Fund Program (TTFP). GDOT has notified TRRC that our request for TTFP funds has been approved; the allocation is \$1,001,611. The FY'25 GDOT 5311 application has been completed and submitted to them (GDOT) for their review and approval.

TRRC has received \$655,000 from the TTFP for FY'23. GDOT has agreed to allow us to use these funds to purchase five (5) new vehicles.

OTHER BUSINESS

There was nothing presented under this portion of the agenda.

DATE AND LOCATION OF NEXT MEETING

Council Chairman Hollberg advised that the Finance, Audit and Administration Committee will meet on Thursday, November 16, 2023 at 12:00 p.m.; more details will follow.

ADJOURNMENT

Council Chairman Hollberg adjourned the meeting.

Ken Rivers, Chairman
Finance, Audit and Administration Committee