

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, February 28, 2019 at the Turin Town Hall in Turin, Georgia. Committee Chair Ken Rivers welcomed the attendees and gave the invocation. Afterwards, Committee Chair Rivers led the committee members in reciting the Pledge of Allegiance.

Finance, Audit and Administration Committee Members in Attendance

Mr. Ken Rivers, Commissioner, Butts County
Mr. Greg Wright, Non-public Member, Coweta County
Mr. Bobby Blalock, Mayor, City of Zebulon
Mr. Jim Thornton, Mayor, City of LaGrange
Mr. John Rainwater, Lt. Governor's Appointee

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Peggi Tingle, Administrative Services Director
Ms. Amanda Turner, Deputy Administrative Services Director
Ms. Hope Blakely, HR Generalist
Ms. Joy Shirley, Director, Area Agency on Aging
Ms. Emily Rogers, Program Manager, Area Agency on Aging
Ms. Belinda Meadows, GeorgiaCares Program Manager
Ms. Pavielle Ludlow, Transit Program Manager
Ms. Stephanie Glenn, Director, Workforce
Ms. Stephanie Matthews, Deputy Director, Workforce
Ms. Jan Perez, Secretary

APPROVAL OF THE NOVEMBER 29, 2018 MINUTES (action item)

Mr. Jim Thornton made the motion to approve the November 29, 2018 meeting minutes; it was seconded by Mr. Greg Wright and carried unanimously by the other committee members.

REVIEW OF THE JANUARY 24, 2019 MINUTES (no action)

The committee members were provided with a copy of the minutes from the January 24, 2019 Finance, Audit and Administration Committee. There was no action on this item since a quorum was not in place for the January meeting and the committee only discussed the items on the agenda.

APPROVAL OF AGENDA (action item)

Committee Chair Rivers asked for a motion to approve the agenda. Mr. Jim Thornton made the motion to approve the agenda; it was seconded by Mr. Bobby Blalock and carried unanimously by the other committee members.

DECEMBER FINANCIALS AND BUDGET COMPARISONS

Ms. Peggi Tingle presented this portion of the agenda. The committee requested that the financial reports contain the percentage (%) amount of funding that has been used at the time of the report; Ms. Tingle and staff have complied with the committee's request. She advised the committee that the percentage was fifty (50) and that any line items that are over 50% at this time have been highlighted and an explanation has been included. Committee Chair Rivers noted that he liked the improvement and the explanation..."it's a big help." The committee had no questions. Mr. Blalock added that "the total looks good, though...bottom line looks good." Ms. Tingle added that "more revenue came in and that means more expense go out." Committee Chair Rivers added..."and we do have a fund balance...that's good." He asked if there were any additional questions; hearing none, he indicated that he would entertain a motion on the November and December financials. **FORMAL ACTION: Mr. Wright made the motion to approve the November and December financials; it was seconded by Mr. Thornton and carried unanimously by the other committee members.**

DISCLOSURE OF BUSINESS TRANSACTIONS WITH LOCAL GOVERNMENTS POLICY (action item)

Ms. Tingle presented this portion of the agenda as well. She advised that the staff has always reported if they have any business transactions with any of the local governments, but that TRRC was advised that a written policy was also needed. Mr. Thornton asked if the policy only applied to "our employees that have a transaction with the regional commission...this would not reach to employees that have transactions with the cities or counties that are a part of the region." Ms. Tingle responded that it does apply with Mr. Kirk Fjelstul adding, "it applies to regional commission employees." Mr. Thornton explained that the text did not include anything pertaining to the counties and the cities that are a part of the region for TRRC. This prompted a discussion about the wording of the statement. Ms. Tingle suggested adding "member governments" after TRRC at the end of the statement's first (1st) paragraph. Further review prompted Mr. Fjelstul to add "per O.C.G.A 50-8-62, it shall be unlawful for any employee **of TRRC and** any member of an employee's family (family is defined as spouse or dependent), or any business in which such employee or member of his family has substantial interest, individually or collectively, to transact any business with the Three Rivers Regional Commission (TRRC), **or any county or city located within the Three Rivers region**, or be considered for any contract awards by the TRRC **or any member government.**" **FORMAL ACTION: Mr. Thornton made the motion to approve the policy as amended (see above); it was seconded by Mr. Blalock and carried unanimously by the other committee members.**

This issue was called into discussion again further into the meeting. Mr. Thornton asked the committee to reconsider and to table the *DISCLOSURE OF BUSINESS TRANSACTIONS WITH LOCAL GOVERNMENTS POLICY* issue to the next committee meeting. He has researched the statute and believes, “that there are two (2) different statutes with one (1) that cited policy relates to employees doing business with TRRC and the immediately following statute, *Section 63*, deals with employees doing business with local governments ...and it doesn’t prohibit it...it only requires disclosure. And that makes total sense to me since I can’t imagine that we would prohibit our employees from refereeing little league ball for Troup County Parks and Rec, which they would be contracting to do on weekends. I don’t think that we would prohibit that, but I think that we would want disclosure of it. So, I think that we need to tweak that...because I think there are two (2) different things going on.” **FORMAL ACTION: Mr. Thornton moved that the committee reconsider and table the Disclosure of Business Transactions with Local Governments Policy. Committee Chair Rivers reminded the members that the Disclosure of Business Transactions with Local Governments Policy was originally approved as amended, “but upon further review the motion is to table that. So, we have a motion to table, do I have a second?” Mr. Rainwater seconded the motion to table and it was carried unanimously by the committee members.**

WORKFORCE EO NOTICE UPDATE TO PERSONNEL POLICY

Ms. Hope Blakely presented this portion of the agenda. She advised the members that this is not an action item at this time. Worksource (Workforce) Three Rivers recently underwent an audit. During this process, it was noted that the EO (equal opportunity) statement that is listed on Worksource (Workforce) portion must also be included in the TRRC personnel policy. The EO statement will be added in order to be in compliance.

RESOLUTION FOR AGING AREA PLAN (action item)

Ms. Joy Shirley presented this portion of the agenda. She advised the members that each year the Aging Area Plan must be submitted to the Department of Human Services (DHS). We are in the fourth (4th) year of the four (4) year plan. Ms. Shirley asked for the committee’s approval for the council chairman and the executive director sign the resolution and the letter of intent (to contract with DHS for services). **FORMAL ACTION: Mr. Wright made the motion that the resolution be approved; it was seconded by Mr. John Rainwater and carried unanimously by the committee.** There was some confusion as to whether the resolution and the letter of intent were two (2) separate action items, but it was determined that the resolution and letter of intent were dependent on one another and were not separate items.

MOU WITH VISITING NURSE HEALTH SYSTEM/HOSPICE ATLANTA (action item)

Ms. Shirley presented this portion of the agenda as well. The Aging Program will provide clients with a list of potential providers, which includes the Visiting Nurse Health System/Hospice Atlanta. If the client chooses the Visiting Nurse Health System/Hospice Atlanta, a referral will be made. The staff recommended that the MOU be approved and signed by the executive director and the council chairman. **FORMAL ACTION: Mr. Rainwater made the motion that the MOU be approved; it was seconded by Mr. Thornton and carried unanimously by the committee.**

CONTRACT WITH PREFERRED COMMUNITY HEALTH PARTNERS (PCHP) (action item)

Ms. Emily Rogers presented this portion of the agenda. She noted that this item and the next agenda item (Confidentiality Agreement for Aging Program) go together; she also reminded the members that these

items were discussed during last month's committee meeting. The contract with Preferred Community Health Partners (PCHP) is one where the Aging Program will partner with a health insurance company (Anthem Blue Cross/Blue Shield) to provide case management for their insurance members/clients; the Aging Program will be reimbursed (by the insurance company) for their case management services. Committee Chair Rivers remarked, "This appears to be a good opportunity" with Ms. Rogers adding that "we rely on federal and state funding and this would and this is a chance at us being more sustainable because the insurance company will be paying." **FORMAL ACTION: Mr. Wright made the motion to approve; it was seconded by Mr. Thornton and carried unanimously by the other committee members.**

CONFIDENTIALITY AGREEMENT FOR AGING PROGRAM (action item)

Committee Chair Rivers advised the committee that the Confidentiality Agreement does relate to the Contract with PCHP, but it needed to be handled separately. The Confidentiality Agreement had to be in place for the Aging staff to receive the appropriate training regarding the PCHP Program. He asked for a motion to approve this agreement. **FORMAL ACTION: Mr. Thornton made the motion to approve the Confidentiality Agreement; it was seconded by Mr. Rainwater and carried unanimously by the other committee members.**

DISCUSSION OF THE GEORGIA CARES PROGRAM OPTIONS (action item)

Ms. Belinda Meadows presented this portion of the agenda. She explained that Georgia is changing how the GeorgiaCares Program will operate by offering a few options. The state will have an Atlanta area call center to handle the calls (from all over Georgia) regarding Medicare insurance. While reviewing the options, it was noted that the state would pull the telephones from the GeorgiaCares Program offices beginning July 1, 2020 and the funding will decrease by at least \$5,000. Ms. Meadows advised that Option 1 (funding total of \$96,644.27) involves no changes to the way that the GeorgiaCares Program is currently performing; the staff would continue with the telephone calls as well as the outreach services. Some Aging Program offices have decided to relinquish the telephones effective July 1, 2019, and contract with another Aging Program (that is located closest to them) to perform the outreach services (no telephone services) for the GeorgiaCares Program (Option 2 with funding total of \$166,562.26). She discussed the fact that Option 1 will decrease funding and possibly affect the number of employees that are currently on staff. Ms. Meadows advised the members that Middle Georgia RC (MGRC in Macon) opted out and has asked Three Rivers Area Agency on Aging (TRAAA) to take over their GeorgiaCares Program's outreach services. She also advised them that our staff could perform the deliverables by having three (3) staff travel to the Middle Georgia area one (1) time per month to perform the outreach services; the staff would incur travel, an overnight hotel stay and meals during these monthly trips. Ms. Shirley added that MGRC has asked TRAAA to take over the program immediately and that the next few months should show how the program will work for next year if Option 2 is accepted; the expenses and workload will be evaluated in June to see what the numbers look like. Committee Chair Rivers asked if a budget for the increased expenses was done; Ms. Shirley replied that \$10,000 should take care of the travel related expenses for one (1) year. Committee Chair Rivers reiterated that added revenue would be \$70,000 with expenses being \$10,000 and the net gain being \$60,000. Mr. Thornton asked about monitoring since a past approved program (that we administered for another region) that cost TRRC some money. He added, "that any type of approval ought to be condition upon some set of review time to see if we are making money." After additional discussion, Mr. Rainwater indicated that a ninety (90) days program report (to coincide with the May meeting) would provide more information that the members could use to make their decision on whether to continue with this service. Committee Chair Rivers asked Ms. Meadows to

discuss Option 3 with the members. This option entails the Aging Program continuing all services (including telephone and outreach) as well as providing outreach services in the MGRC area for a total of \$171,365.16. Ms. Meadows clarified that the July 1, 2019 date specifically deals with the telephone services being relinquished or kept. The Aging Staff's recommendation is begin Option 2 immediately until the end of this fiscal year (June 30, 2019) with a full financial report due in ninety (90) days as well as discontinuing the telephone service effective March 1, 2019. **FORMAL ACTION: Mr. Rainwater made the motion to move forward with Option 2 as presented with the caveat of the phones will be moving in March with a ten (10) day window for transition and a review in ninety (90) days; it was seconded by Mr. Blalock and carried unanimously by the other committee members.**

OCCUPATIONAL SKILLS TRAINING –NON-ITA PROGRAM (action item)

Ms. Stephanie Matthews presented this portion of the agenda. This item is to continue performing the Occupational Skills Training Program (specializing in manufacturing) for the youth in Carroll, Coweta and Troup counties; the Economic Development Department of West Georgia Technical College will conduct the training, which will consist of OSHA 30, forklift safety training and other work etiquette and employability skills. The program will last for ten (10) days and cost \$2,000 per participant or \$150,000 for seventy-five (75) participants, which is twenty-five (25) participants from each of the listed counties. Committee Chair Rivers advised the members that Ms. Matthews was tasked to expand this program to other counties, which is what she presented to the committee today. **FORMAL ACTION: Mr. Wright made the motion to approve the Occupational Skills Training – Non-ITA Program; it was seconded by Mr. Thornton and carried unanimously by the other members.**

RFP FOR YOUTH AND TRAINING/CASE MANAGEMENT SERVICES

Ms. Stephanie Glenn presented this portion of the agenda. She wanted to update the committee on this item; it is not an action item at this time. A Request for Proposals (RFP) for Career Services and Youth Services was sent to all ten (10) counties. It was noted that the last day to submit bid responses will be Friday, March 22, 2019 by 4:00 p.m.

After a discussion of contractors and training, Mr. Fjelstul announced that Ms. Stephanie Glenn is the new Workforce Director and Ms. Stephanie Matthews is the Workforce Deputy Director.

DCA PERFORMANCE AUDIT

Ms. Jeannie Brantley presented this portion of the agenda. The members were given a spreadsheet entitled "Get the Red Out Project for the State Audit"; this project was implemented to address all of the findings from the Department of Audits and Accounts (DOAA) during FY' 15. It was noted that the DOAA is expected to audit TRRC again next year. Ms. Brantley explained what the status colors (red, yellow and green) mean with regard to the findings listed on the spreadsheet as well as which department is responsible for correcting the finding. Ms. Brantley and Mr. Fjelstul will review the corrective action information submitted and then determine if the finding's status will remain at red, yellow (more information needed), or green (for corrective information/documentation satisfies the finding); the goal is to have these findings resolved by April. A digital file (with all information/supporting documentation for each finding) will be given to the auditors for their review. Committee Chair Rivers thanked the staff for their work regarding this project.

FY'16 AND FY'17 RURAL PUBLIC TRANSPORTATION AUDIT

Mr. Fjelstul presented this portion of the agenda. Committee Chair Rivers noted that this issue has been ongoing for some time now and that the committee and council has been kept apprised of the situation. The members were given a copy of the latest response letter to GDOT. Mr. Fjelstul provided some background history on what has happened from the audit until now. A response was sent to GDOT on January 31, 2019; in exchange, GDOT sent a confrontational response to TRRC. Emails were also exchanged with a request submitted to Mr. Fjelstul to meet with him; a meeting was scheduled with GDOT officials on February 7, 2019. TRRC was given another thirty (30) days or until March 13, 2019, to submit a supplemental response to GDOT. Discussion centered around repayment and the fact that it would wipe out any reserve in the Transportation Program as well as the other two (2) years (that have not been audited yet) would be detrimental to other TRRC funding sources. Mr. Fjelstul did advise the members that we would love to operate the transportation program, but we cannot continue to do so if it puts TRRC at risk financially. GDOT has not been willing to put anything in writing regarding repayment or any other subject. Mr. Thornton questioned if the council should enforce a deadline (before July 1, 2019) regarding to continue to run this program or not? **FORMAL ACTION: Mr. Thornton made the motion that at the April board meeting, we will make a decision to whether or not to continue the transportation program; it was seconded by Mr. Wright and carried unanimously by the other committee members.**

ADOPTION OF COMMITTEES AND COUNCIL MEETING SCHEDULE (action item)

Ms. Jan Perez presented this portion of the agenda. The committee was given a copy of a meeting schedule for both committees (Planning and Projects and the Finance, Audit and Administration) and the TRRC Council. The schedule reflects the current timetable that the committees meet (the fourth Thursday of each month) and the council (the fourth Thursday of every other month). Ms. Perez asked the members to consider adopting the schedule in order for it to be posted on the TRRC website so that the public would have easy access to it and in order to comply with the Open Meetings Act. **FORMAL ACTION: Mr. Thornton made the motion to adopt the meeting schedule; it was seconded by Mr. Wright and carried unanimously by the other committee members.**

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, March 28, 2019, at 12:30 p.m.; the meeting location will be Turin Town Hall.

ADJOURNMENT

Committee Chair Rivers adjourned the meeting after receiving a motion from Mr. Thornton.

Ken Rivers, Chairman
Finance, Audit and Administration Committee