

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, March 28, 2019 at the Turin Town Hall in Turin, Georgia. Committee Chair Ken Rivers welcomed the attendees and Mr. Curtis Brown, Jr., 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. Terry Nolan, Non-Public Member, Butts County
Mr. Dustin Koritko, Council Member, City of Newnan
Mr. Bobby Blalock, Mayor, City of Zebulon
Mr. John Rainwater, Lt. Governor's Appointee

TRRC Council Members in Attendance

Mr. Lee Boone, Chairman, Heard County
Ms. Kathy Knowles, Non-Public Member, Heard County
Mr. Curtis Brown, Jr., Non-Public Member, Troup County

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Peggi Tingle, Administrative Services Director
Ms. Hope Blakely, HR Generalist
Ms. Jeannie Brantley, Planning Director
Ms. Joy Shirley, Director, Area Agency on Aging
Ms. Pavielle Ludlow, Transit Program Manager
Ms. Stephanie Glenn, Director, Workforce
Mr. Sean Sims, Business Services Manager
Ms. Jan Perez, Secretary

APPROVAL OF THE FEBRUARY 28, 2019 MINUTES (action item)

Mr. John Rainwater made the motion to approve the February 28, 2019 meeting minutes; it was seconded by Mr. Terry Nolan and carried unanimously by the other committee members.

APPROVAL OF AGENDA (action item)

Committee Chair Rivers asked for a motion to approve the agenda. Mr. Dustin Koritko made the motion to approve the agenda; it was seconded by Mr. Nolan and carried unanimously by the other committee members.

FEBRUARY FINANCIALS AND BUDGET COMPARISON

Ms. Peggi Tingle presented this portion of the agenda. She advised the committee that a few of the line items were over, but that the finances were in good shape due to additional funds being added. Committee Chair Rivers had a question about the insurance and bonding and why it was at 81% at this point. Ms. Tingle explained that an increase occurred when an audit was performed for Workman's Compensation; this is expected to decrease. She further explained that the audit encompassed the Southwest Georgia (SOWEGA) Title V program and that the premiums for some of the Title V workers (custodial, etc.) were higher due to the class that the workers' jobs were assigned. We no longer oversee the SOWEGA program, so that adjustment should be in our favor; Committee Chair Rivers also advised Ms. Tingle to review the workers' classification codes with the auditors to make certain that everyone has the correct classification code. He suggested providing a job description to the auditors to assist them with coding the positions correctly. The drug testing line item prompted Mr. Bobby Blalock to ask about Three Rivers RC's (TRRC) drug policy. Ms. Hope Blakely advised him that newly hired employees must undergo a drug test and that the personnel policy specifies that TRRC has the right to do a random testing, but that random testing had not been done at this time. It was noted that if any TRRC manager or supervisor had reasonable suspicion about an employee, then the employee would be required to do a random drug test. Committee Chair Rivers asked if there were any additional questions; hearing none, he indicated that he would entertain a motion on the February financials. **FORMAL ACTION: Mr. Rainwater made the motion to approve the February financials; it was seconded by Mr. Nolan and carried unanimously by the other committee members.**

DISCLOSURE OF BUSINESS TRANSACTIONS POLICY (action item)

Ms. Tingle presented this portion of the agenda as well. This policy has previously been before the committee on two (2) occasions. Mr. Kirk Fjelstul advised the committee that this was an audit finding and a part of the "Get the Red Out" project; it was also noted that the committee could review the policy and not take any action at this time if they did not feel comfortable. Committee Chair Rivers noted that this was discussed in February with Mr. Jim Thornton presenting some concerns about the wording of the policy. Mr. Thornton was not available to attend today's committee meeting so Committee Chair Rivers asked the committee to table this item until the next committee meeting and then take action in April. Mr. Fjelstul advised the committee that they did not need to make a motion to table this item. **FORMAL ACTION: There was none. This item is tabled until the April Finance, Audit and Administration Committee meeting.**

HEALTH INSURANCE UPDATE

Ms. Tingle advised that the Health Insurance Update was for informational purposes only. The TRRC staff is expecting a rate quote on April 11, 2019. The insurance broker, MSI, will test the quotes that he receives against others in the insurance market and forward the information to the TRRC staff. The rate quote information will be presented to the committee during the April meeting; it was added that a MSI staff member, most likely Mr. Matt Bidwell, would be invited to the April meeting to present the information to the committee. More discussion ensued regarding employees, premiums, family coverage, etc. as well, as if other regional commissions are using MSI as their insurance broker. This prompted Committee Chair Rivers to wonder if a Request for Quotation (RFQ) needed to be done since MSI has been our broker for several years. Mr. Rainwater asked if the employees had any complaints about their insurance coverage; he felt that it was important to get the employees input. Mr. Fjelstul added that a survey would be sent to employees to get their opinion before any changes were made.

EXECUTIVE DIRECTOR'S EXPENSE POLICY

Ms. Tingle advised that this was also a part of the "Get the Red Out" project. This was an audit finding and it was noted that the Executive Director's expenses should be reviewed by a superior (a council member) for reasonableness and appropriateness until a policy is adopted. Committee Chair Rivers felt that the expenses should come before the committee; he did not feel comfortable with only one (1) person reviewing the expenses. Mr. Fjelstul noted that most months there may not be any expenses and that this is an "easy item" to put on the committee's agenda; these expenses would have already been incurred when brought before the committee. The committee felt that there wasn't a need to impose a limit on the expenses, but would address that if it was needed. Committee Chair Rivers reiterated that the policy would be that the Executive Director's expenses would be an agenda item for the Finance, Audit and Administration Committee to review (and approve) each month. Upon further discussion, the committee crafted the following policy:

Each month, the Executive Director's monthly expenses shall be reviewed for approval by the Finance, Audit and Administration Committee for reasonableness and appropriateness.

Committee Chair Rivers stated that he would entertain a motion regarding the policy. **FORMAL ACTION: Mr. Nolan made the motion to approve the policy; it was seconded by Mr. Koritko and carried unanimously by the other committee members.**

WORKFORCE EO NOTICE UPDATE TO PERSONNEL POLICY (action item)

Ms. Hope Blakely presented this portion of the agenda. She advised the members that this item was discussed during last month's meeting. Worksource (Workforce) Three Rivers underwent an audit in December 2018. It was requested that the personnel policy be updated to include the Equal Opportunity (EO) notice. Committee Chair Rivers asked if the committee had any questions. Mr. Blalock responded, "No questions...I think it definitely should be in there." Committee Chair Rivers asked for a motion. **FORMAL ACTION: Mr. Koritko made the motion to include the Workforce EO notice to the Personnel Policy; it was seconded by Mr. Blalock and carried unanimously by the other members.**

ADDITIONAL FUNDS FROM THE DIVISION OF AGING SERVICES

Ms. Joy Shirley presented this portion of the agenda. She advised the committee that within the past month, \$10,000 in additional funding was received from the Division of Aging Services (DAS). The money would be allocated as follows:

Home repairs and modifications (cost will not exceed \$1,500 per client)	\$5,500
Emergency response systems for 30 clients (installation fee and the first 3 months of service for each client)	\$3,000
Funding other assistive technology devices	<u>\$1,500</u>
TOTAL	\$10,000

An additional amount of \$2,500 was received for Hunger Coalition activities and \$17,921 was allocated for additional meals for the clients. These funds must be used by June 30, 2019.

UPDATE OF RFP FOR YOUTH AND CAREER SERVICES

Ms. Stephanie Glenn presented this portion of the agenda; this is for informational purposes only. A Request for Proposals (RFP) for Career Services and Youth Services was sent to all ten (10) counties, with the deadline of Friday, March 22, 2019 to submit bid responses. The management team will review all responses and present the information to the Executive Committee in April; the information will also be presented to the Workforce Board and TRRC Council. Ms. Glenn advised the committee that a total of seven (7) responses were received, five (5) for Youth Services and two (2) for Career Services.

WORKFORCE BUSINESS SERVICES REPORT

Mr. Sean Sims presented this portion of the agenda. He advised that he is working on a project with the Georgia Manufacturing Extension Partnership with Georgia Tech; their goal is to help companies to grow strategies. Incumbent worker training was mentioned with Mr. Sims stating that he is currently working with Duracell (in LaGrange) to provide additional training to twenty (20) workers in a particular department. The additional training will assist the workers to become more efficient with the machines that they operate on a daily basis, promote the correct use of the machines, which will reduce the production line’s downtime due to machine repairs. Mr. Sims was asked about the possibly of using the Southern Crescent Technical College facility in Butts County for incumbent worker training; he is currently looking at two (2) companies in the Butts County area to approach about this type of training.

“GET THE RED OUT” PROJECT UPDATE

Ms. Jeannie Brantley presented this portion of the agenda. The members were given another “Get the Red Out” Project spreadsheet; she noted that the spreadsheet did contain a few new developments in the status of some of the findings. Ms. Brantley explained that she along with Mr. Fjelstul are currently reviewing the information provided by the Aging Program. The “Get the Red Out” Project should be completed by the end of April.

SURVEY FOR COUNCIL MEETING DATES

Ms. Brantley presented this portion of the agenda. One of the audit findings indicated that the council meeting time and frequency of the meetings may hinder participation. In order to address this, staff

members have drafted a survey to send to the council members for their input. Ms. Brantley explained that during the FY'15 period, we experienced a problem with having a quorum for some of the council meetings; we have not had that problem for quite a while. The survey would also be used to gather ideas regarding content, format, etc. of the council meetings. We want to show that we are addressing the finding. Our goal is 100% participation from the council members and we would like the survey to be completed by the middle of April. Mr. Fjelstul advised the members that the results would be presented to both committees and we will ask the Finance, Audit and Administration Committee to make the recommendation to the full council. Mr. Blalock asked if Mr. Fjelstul thought that it would be beneficial to have monthly council meetings; Mr. Fjelstul did not think that it would be, considering the committees are meeting monthly, conducting the necessary business and presenting the information to the council. Several committee members agreed with Mr. Fjelstul's comment.

FY'16 AND FY'17 RURAL PUBLIC TRANSPORTATION AUDIT

Mr. Fjelstul presented this portion of the agenda. He reiterated that at the February committee and council meetings, the members decided to "send notice that at the April meeting, we would be making a determination about whether to terminate the rural public transportation service." He advised the members of the activity since last month's committee meeting. On March 13, TRRC submitted a supplemental response to the draft audit and it was received by Georgia Department of Transportation (GDOT). We proposed that another meeting be scheduled with our consultant, GDOT and their consultant, to reach a conclusion to this matter; we have not received a response from GDOT. There is a transportation bill being discussed in the general assembly session; if this bill passes, it would take all rural transportation programs and employees from GDOT, DHS, etc. and place them in a separate agency. The legislative session ends on April 2nd; Mr. Fjelstul is prepared to contact GDOT on April 3rd in order to reach a conclusion to this matter.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, April 25, 2019, at 12:30 p.m.; the meeting location is the Turin Town Hall in Turin, Georgia.

ADJOURNMENT

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

Ken Rivers, Chairman
Finance, Audit and Administration Committee