

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, September 26, 2019 at the Turin Town Hall in Turin, Georgia. Committee Chair Ken Rivers noted that the committee did not have a quorum to conduct business. Mr. John Rainwater was contacted via telephone and he listened to the presentations while he traveled to the meeting. It was determined that once Mr. Rainwater arrived, the committee would have a quorum and would officially begin the meeting and conduct business.

Finance, Audit and Administration Committee Members in Attendance

Mr. Ken Rivers, Chairman, Butts County  
Mr. Bobby Blalock, Mayor, City of Zebulon  
Mr. Jim Thornton, Mayor, City of LaGrange  
Mr. John Rainwater, Lt. Governor's Appointee

Additional Three Rivers Council Members in Attendance

Mr. Curtis Brown, Jr., Non-Public Member, Troup County

Staff Present

Mr. Kirk Fjelstul, Executive Director  
Ms. Peggi Tingle, Administrative Services Director  
Ms. Amanda Turner, Deputy Administrative Services Director  
Ms. Hope Blakely, HR Manager  
Ms. Stephanie Glenn, Director, Workforce Development  
Ms. Pavielle Ludlow, Transit Program Manager  
Ms. Jan Perez, Secretary, Administrative Services

TUITION REIMBURSEMENT POLICY

Ms. Hope Blakely presented this portion of the agenda. She advised the committee that there were a few adjustments to the policy concerning the reimbursement schedule and the wording of what employees are eligible (a regular employee with one year of service with Three Rivers Regional Commission and favorable performance review).

#### TITLE VI UPDATE APPROVAL FOR GDOT

Ms. Pavielle Ludlow presented this portion of the agenda. She advised the committee that the Georgia Department of Transportation (GDOT) has completed their review of the updated Title VI Plan and they have approved the updates (forms translated in Spanish and revised demographics based on population) made by TRRC.

#### ATLANTA CAREER RISE TRAINING PROGRAM

Ms. Stephanie Glenn presented this portion of the agenda. She advised the committee that Workforce is collaborating with the Coweta County Development Authority to provide training to individuals that might not fit other Workforce programs' criteria. West Georgia Technical College (WGTC) has proposed to offer career readiness training to ten (10) participants; the workshops can be held in Carroll, Coweta, Heard, Meriwether, or Troup Counties. The participants will receive essential soft skills and introductory technical skills to prepare them for the job market and the cost is \$2,000 per participant.

#### TRRC RURAL TRANSIT PROGRAM UPDATE

Mr. Kirk Fjelstul presented this portion of the agenda. He began by stating that Transitions Commute Solutions is no longer the third party operator (TPO); Resource Management Systems (RMS) is the new transportation provider after having been approved by the committee at the last meeting. RMS took over on September 16, 2019 and has the contract until the end of the calendar year. Transitions' call center is being utilized for now and RMS will have their own call center ready very soon. TRRC is advertising for someone to manage the transit program and interviews are scheduled next week. In addition, a Request for Proposals (RFP) is being drafted for a new transportation provider. The council must decide if they want to be in the transportation business and the staff must exercise strict budget management to continue the transportation program. The counties may receive complaints about the service since trips may decrease due to not having enough buses on the road to handle all trips. We should have more information and an idea on what needs to be done by the October 24, 2019 meetings. Mr. Fjelstul advised that the staff did not have a recommendation about the Transportation Program as of yet.

#### WELCOME, CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Rainwater arrived and Committee Chair Rivers called the meeting to order and welcomed all of the members.

#### APPROVAL OF JUNE 27, 2019, AUGUST 22, 2019 AND SEPTEMBER 6, 2019 MINUTES (action item)

**FORMAL ACTION:** Mr. Jim Thornton made the motion to approve the minutes as presented; the motion was seconded by Mr. Bobby Blalock and carried unanimously by the committee.

APPROVAL OF AGENDA (action item)

Committee Chair Rivers asked if there was a motion to approve the agenda. **FORMAL ACTION: Mr. Thornton made the motion to approve the agenda; the motion was seconded by Mr. Rainwater and carried unanimously.**

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

Committee Chair Rivers advised the committee that there were no August expenditures for the Executive Director. **FORMAL ACTION: Mr. Thornton made the motion to approve; it was seconded by Mr. Rainwater and carried unanimously by the committee.**

TUITION REIMBURSEMENT POLICY (action item)

Committee Chair Rivers asked for the committee's recommendation for the policy. Mr. Rainwater questioned the criteria for reimbursement. Ms. Blakely advised that it was as follows: an A would receive 100% reimbursement; B's would receive 75%; C's would receive 50% and grades below that or an incomplete or withdrawal would receive no reimbursement. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Tuition Reimbursement Policy; it was seconded by Mr. Blalock and carried unanimously by the committee.**

TITLE VI UPDATE APPROVAL FOR GDOT (action item)

Committee Chair Rivers asked if there was any discussion; hearing none, he asked for the committee's recommendation for the Title VI Update. **FORMAL ACTION: Mr. Thornton made the motion to approve the Title VI Update Approval for GDOT; it was seconded by Mr. Rainwater and carried unanimously by the committee.**

ATLANTA CAREER RISE TRAINING PROGRAM (action item)

Committee Chair Rivers advised the committee that the Atlanta Career Rise Training Program would take place in Coweta County and asked for a motion. **FORMAL ACTION: Mr. Blalock made the motion to approve the Atlanta Career Rise Training Program; it was seconded by Mr. Thornton and carried unanimously by the committee.**

EXECUTIVE SESSION

**FORMAL ACTION: Mr. Thornton made a motion to go into Executive Session to discuss potential litigation; it was seconded by Mr. Rainwater and carried unanimously by the committee. Committee Chair Rivers declared the meeting was in Executive Session.**

**FORMAL ACTION: Mr. Rainwater made the motion to reconvene the regular meeting; it was seconded by Mr. Thornton and carried unanimously by the committee.**

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, October 24, 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. Blalock.

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Ken Rivers, Chairman  
Finance, Audit and Administration Committee