

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, November 21, 2019 at the Turin Town Hall in Turin, Georgia. Committee Chair Ken Rivers welcomed the members and called the meeting to order. He gave the invocation and afterwards, led everyone in reciting the Pledge of Allegiance.

Finance, Audit and Administration Committee Members in Attendance

Mr. Ken Rivers, Chair, Butts County  
Mr. Terry Nolan, Non-Public Member, 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

Ms. Gwen Flowers-Taylor, Commissioner, Spalding County

Others in Attendance

Mr. Drew Whalen, Attorney  
Mr. Billy Minch, Auditor, Warren Averett  
Ms. Jennifer Williams, Auditor, Warren Averett

Staff Present

Mr. Kirk Fjelstul, Executive Director  
Ms. Peggi Tingle, Administrative Services Director  
Ms. Kim Bennett, Senior Accounting Technician  
Ms. Hope Blakely, HR Manager  
Ms. Jeannie Brantley, Planning Director  
Mr. Paul Jarrell, Planner  
Ms. Pavielle Ludlow, Transit Program Manager

Ms. Joy Shirley, Director, Aging Program  
Ms. Emily Rogers, Deputy Director, Aging Program  
Ms. Stephanie Glenn, Director, Workforce Development  
Ms. Jan Perez, Secretary, Administrative Services

#### APPROVAL OF THE OCTOBER 24, 2019 MINTUES (action item)

Mr. Bobby Blalock made the motion to approve the October 24, 2019 meeting minutes; it was seconded by Mr. Jim Thornton and carried unanimously by the committee.

#### APPROVAL OF AGENDA (action item)

Committee Chair Rivers stated that he wanted to add an item to the agenda; he wants to include a *Financial Report* after the *Raymond James' Retirement Update*. Mr. John Rainwater made the motion to approve the agenda as presented and amended; it was seconded by Mr. Thornton and carried unanimously.

#### REVIEW OF EXECUTIVE DIRECTOR'S OCTOBER EXPENDITURES (action item)

Ms. Peggi Tingle advised the committee that Mr. Kirk Fjelstul did not have any expenditures for the month of October. **FORMAL ACTION: Mr. Thornton made the motion to approve the Executive Director's October Expenditures; it was seconded by Mr. Rainwater and carried unanimously.**

#### RAYMOND JAMES' RETIREMENT UPDATE

Mr. Fjelstul advised the committee that the *Raymond James' Retirement Update* will be presented at the December meeting.

#### FINANCIAL REPORT

Committee Chair Rivers asked Ms. Tingle to make the presentation; the members were provided with a copy of the Financial Report. Ms. Tingle advised the committee that the Financial Reports were through September and that the fund target was 25% at this time. She highlighted the programs that were at or over the fund target. The financials prompted a quick discussion among the members with Ms. Tingle answering their questions. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Financial Report; it was seconded by Mr. Thornton and carried unanimously.**

#### DISCUSSION OF DRAFT AUDIT

Mr. Billy Minch and Ms. Jennifer Williams, of Warren Averett, CPAs, presented this portion of the agenda. Mr. Minch explained that the Warren Averett staff have finished with 90% of the draft audit and that there was a positive change in the net position. Warren Averett is currently waiting for the attorney letter to be returned to them. Mr. Minch advised that Ms. Williams will return on December 12<sup>th</sup> to present the final draft to members. He did state that the audit was an "unmodified opinion at this time."

## PROPOSED 2020 MEETING SCHEDULE

Ms. Jan Perez presented this portion of the agenda. She advised the committee that this was not an action item at this time. The schedule reflects the committees meeting every month on the 4<sup>th</sup> Thursday and the council meeting on the 4<sup>th</sup> Thursday of every other month; there are no changes to the schedule. She asked the members to review the schedule and noted that action will need to be taken at the December meeting.

## TRRC PERSONNEL POLICY CHANGES

Ms. Hope Blakely presented this portion of the agenda. She advised the committee that there were three (3) policy changes that need to be approved.

- Fair Labor Standards Act (FLSA) - In the final rule effective January 1, 2020. The change is raising the "standard salary level" from the currently enforced level of \$455 per week to \$684 per week (equivalent to \$35,568 per year for a full-year worker); raising the total annual compensation requirement for "highly compensated employees" from the currently enforced level of \$100,000 per year to \$107,432 per year. Ms. Blakely advised that this rule should not affect Three Rivers Regional Commission employees.
- Severe Weather – In the event of inclement weather, the closing of the affected regional commission office will follow the school closings for the county where the office is located; this will now be included in the policy.
- Smoking and Tobacco Use – Added e-cigarettes to the regular smoking and tobacco use policy.

**FORMAL ACTION: Mr. Rainwater made the motion to approve the policies; it was seconded by Mr. Thornton and carried unanimously.**

## REQUEST FOR PROPOSALS FOR AGING PROGRAMS

Ms. Joy Shirley presented this portion of the agenda. She reminded the committee that the Aging Plan was valid for four (4) years and that the new plan is due in March 2020. Ms. Shirley provided the committee with a schedule of the Request for Proposals (RFP) process for all Aging Services and advised everyone that the Aging Program has held several public hearings to receive input from citizens; the meetings have had good attendance.

## INTERGOVERNMENTAL AGREEMENT WITH CARL VINSON INSTITUTE

Ms. Stephanie Glenn presented this portion of the agenda. She advised the committee that the Carl Vinson Institute (CVI) has worked with various agencies, governments, etc., and that the state's Office of Workforce Development has recommended that the Workforce staff work with CVI, so that they (CVI) can provide technical assistance with various aspects of creating a sector (industry) partnership in the TRRC area. The agreement's total is \$49,457.00, which will assist with the sector strategy for industry sectors. It was noted that this total would come from the sector partnership grant that was awarded to Workforce Development several months ago.

**FORMAL ACTION: Mr. Thornton made the motion to approve the Intergovernmental Agreement with Carl Vinson Institute; it was seconded by Mr. Blalock and carried unanimously.**

## APPROVAL OF AUTHORIZING RESOLUTION FOR THE FY'21 5304 PROJECT APPLICATION

Ms. Jeannie Brantley presented this portion of the agenda. She advised the committee that this was an annual application that the Planning Staff completes and submits to the Georgia Department of Transportation (GDOT) for transit planning. Ms. Brantley and her staff are proposing to complete a transit development plan for Carroll County for FY'21. The resolution is to authorize Mr. Fjelstul to sign off on the application since authorization is needed to apply for the funding. **FORMAL ACTION: Mr. Terry Nolan made the motion to approve the Authorizing Resolution for the FY'21 5304 Project Application; it was seconded by Mr. Blalock and carried unanimously.**

## FY'21 GDOT 5311 APPLICATION

Ms. Pavielle Ludlow presented this portion of the agenda. She advised the committee that TRRC is in the midst of applying for the FY'21 5311 Rural Transit program; this program will fund seven (7) public transit program for the following counties: Butts, Carroll, Lamar, Meriwether, Pike, Spalding and Upson. In order to submit the application, the authorizing resolution is needed. Committee Chair Rivers reminded the committee that they had previously agreed to continue on with the 5311 Program. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Authorizing Resolution for the FY'21 GDOT 5311 Application; it was seconded by Mr. Blalock and carried unanimously.**

## ON-CALL ADVISORY CONSULTANT CONTRACT AND TASK ORDER APPROVAL

Mr. Fjelstul presented this portion of the agenda. An on-call advisory consultant is needed since TRRC does not have the staff to perform this job. Five (5) proposals were received after issuing the Request for Proposals (RFP) for on-call transit advisory consultant; however, the Evaluation Committee reviewed the proposals and dropped one (1) for being non-responsive. The current contractor, Mr. Jim Ritchey of Whitman, Requardt and Associates, LLP (WRA) submitted a proposal as well and was chosen as the On-Call Advisory Consultant, since they were the only contractor with extensive experience in both the GDOT and Department of Human Services (DHS) programs. **FORMAL ACTION: Mr. Nolan made the motion to authorize the Executive Director to negotiate and execute a task order contract with WRA for on-call advisory consulting services, for a term of two (2) years with three (3) one (1) year options; it was seconded by Mr. Thornton and carried unanimously.**

Mr. Fjelstul explained that the task order idea is work order based and not a monthly retainer duty. The first task order request is support for the RFP process (negotiations, balanced budget, produce any sole source documents, support and produce contracts, assist with start-up, etc.

**FORMAL ACTION: Mr. Rainwater made the motion to authorize the Executive Director to negotiate and execute Task Order 1 under the on-call advisory consulting contract, for support of the Third Party Operator RFP in the maximum amount of \$11,000; it was seconded by Mr. Nolan and carried unanimously.**

## UPDATE OF THE REQUEST FOR PROPOSALS (RFP) FOR THIRD PARTY OPERATOR (TPO)

Ms. Ludlow presented this portion of the agenda. TRRC received one (1) RFP for the Third Party Operator; it was received from RMS, Inc., which is the current interim transportation provider. The RFP will be reviewed and evaluated by an evaluation committee later today.

## EXECUTIVE SESSION

Committee Chair Rivers asked for a motion to enter into Executive Session to discuss potential litigation matter and an employee. **FORMAL ACTION: Mr. Blalock made the motion to enter into Executive Session; it was seconded by Mr. Rainwater and carried unanimously.**

## DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, December 12, 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. Rainwater and a second from Mr. Blalock.

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Ken Rivers, Chairman  
Finance, Audit and Administration Committee