

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, December 12, 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. Greg Wright, Non-Public Member, Coweta County
Mr. Dustin Koritko, Council Member, City of Newnan
Mr. Bobby Blalock, Mayor, City of Zebulon
Mr. Jim Thornton, Mayor, City of LaGrange

Additional Three Rivers Council Members in Attendance

Ms. Kay Pippin, Mayor, City of Jackson
Ms. Donna Armstrong-Lackey, Non-Public Member, Carroll County
Mr. Lee Boone, Chair, Heard County
Ms. Gwen Flowers-Taylor, Commissioner, Spalding County
Mr. Curtis Brown, Jr., Non-Public Member, Troup County

Others in Attendance

Mr. Jim Ritchey, Consultant, WRA
Mr. Jimmie Warren, Auditor, Warren Averett
Mr. Drew Whalen, Attorney
Ms. Jennifer Williams, Auditor, Warren Averett

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. Jeannie Brantley, Planning Director
Mr. Paul Jarrell, Planner
Ms. Cymone Haiju, Planner
Ms. Emily Rogers, Deputy AAA Director
Ms. Stephanie Glenn, Workforce Development Director
Ms. Stephanie Matthews, Deputy Workforce Development Director
Ms. Pavielle Ludlow, Transit Program Manager
Ms. Jan Perez, Secretary, Administrative Services

APPROVAL OF THE NOVEMBER 21, 2019 MINUTES (action item)

Mr. Terry Nolan made the motion to approve the November 21, 2019 meeting minutes; it was seconded by Mr. Jim Thornton and carried unanimously by the committee.

APPROVAL OF AGENDA (action item)

Mr. Greg Wright made the motion to approve the agenda; it was seconded by Mr. Thornton and carried unanimously.

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

Committee Chair Rivers mentioned that the November monthly expenditures were \$35.00 for a chamber of commerce event. **FORMAL ACTION: Mr. Thornton made the motion to approve the Executive Director's November expenditures; it was seconded by Mr. Wright and carried unanimously.**

REVIEW OF MONTHLY FINANCIAL STATEMENT

Ms. Peggi Tingle presented this portion of the agenda. Both she and Ms. Amanda Turner advised the committee that the October financials were in line with the time of the year. Mr. Fjelstul added his thanks to the accounting staff for their hard work in recapturing the financial information that was "temporarily unavailable" due to an IT problem. Committee Chair Rivers reminded the committee that this was not an action item.

DISCUSSION OF DRAFT AUDIT (action item)

Ms. Jennifer Williams, of Warren Averett, presented this portion of the agenda. The committee members received a copy of the draft audit and Ms. Williams reminded everyone that the information was presented at the November 21st Finance, Audit and Administration Committee meeting. There were a few changes made, but the draft audit is still an "unmodified opinion." Committee Chair Rivers asked if there were any questions; hearing none, the committee proceeded with a motion. **FORMAL ACTION: Mr. Thornton made a motion that the committee recommend approval of the draft audit to the council; it was seconded by Mr. Nolan and carried unanimously.**

PROPOSED 2020 MEETING SCHEDULE FOR COMMITTEES AND COUNCIL (action item)

Committee Chair Rivers reminded the members that the Proposed 2020 Meeting Schedule was discussed at November's meeting and that action needed to be taken at today's meeting. He asked if there were any questions or comments; hearing none, the committee proceeded with a motion. **FORMAL ACTION: Mr. Wright made a motion to approve the Proposed 2020 Meeting Schedule for Committees and Council; it was seconded by Mr. Bobby Blalock and carried unanimously.**

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

Ms. Emily Rogers presented this portion of the agenda. She gave a brief history of the program and its goals to assist the patients that need this type of care coordination between themselves and their doctors. The program is slightly in the "red" at this time, but there are steps in place to correct the matter; other Aging Programs across the state are experiencing the same situation. She advised the members that this is a pilot program and that the contract runs from November to November. **FORMAL ACTION: Mr. Thornton made the motion to recommend the contract renewal; it was seconded by Mr. Dustin Koritko and carried unanimously.**

WORKPLACE FUNDAMENTALS WITH WEST GEORGIA TECHNICAL COLLEGE (WGTC)

Ms. Stephanie Glenn presented this portion of the agenda. This matter was originally presented to the committee during its October 24, 2019 meeting; several members had questions about the manufacturing certification programs offered through WGTC and Southern Crescent Technical College (SCTC). While the programs are similar, it appeared that one school was doing "twice as much work for the same costs"; the committee asked for clarification regarding the programs and the costs. SCTC offers an 80-hour program while WGTC offers a 40-hour program at \$2,000 per person. After speaking with WGTC officials, it was noted that it is an actual 80-hour program as well; the school does not take into account some program components as instructional costs. Other differences include variances in instructors' pay between the schools, the fact that SCTC offers more mechanical training in the programs than WGTC does at this time, etc. The committee asked Ms. Glenn if the employers are providing any feedback concerning their satisfaction with the training programs. Ms. Glenn advised that the employers have not been surveyed at this time. The Workforce staff will follow up on receiving feedback from employers and participants that have completed the training.

UPDATE ON RFP FOR TPO (action item)

Ms. Pavielle Ludlow presented this portion of the agenda. She advised the members that there was one (1) response to the Request for Proposals (RFP) for Third Party Operator (TPO). An interview was held between the responding company and TRRC's Evaluation Committee members since clarification was needed concerning information contained in the RFP packet. The sole source documents have been submitted to the Georgia Department of Transportation (GDOT) for their review; it may take several days to receive the GDOT approval. Mr. Jim Ritchey, our consultant from WRA, provided additional information about figures, hourly rates, fund

balance, the hours needed to operate the program, etc. Mr. Fjelstul reminded everyone, "GDOT has required us to change the way we contract from cost reimbursement to service hours. So the number of hours we run and the hourly rate determines costs." Mr. Fjelstul also reminded the committee that we are committing to an hourly rate for a nine (9) month term plus four (4) 12-month options. The committee would evaluate the figures each year to see if the program is sustainable. GDOT has directed us to use this model, so there should not be any questions or problems about the way the money (from GDOT and Department of Human Services) is used. In the future, we should receive weekly reports from RMS (contractor); this tool will be used to track the hours and money expended. We can limit the number of hours of operation and RMS has agreed to this. **FORMAL ACTION: Mr. Thornton made the motion to approve the contract subject to GDOT and legal review; it was seconded by Mr. Nolan and carried unanimously.**

WRA TASK ORDER 2 AND 3 (action item)

Mr. Fjelstul presented this portion of the agenda. He advised the members that Task Order 2 is the development of a financial plan for the region. He does not feel that it is time to present Task Order 3. He would like to present both Task Orders at the January 2020 committee meeting. Mr. Fjelstul asked the committee to recommend to the council that they (council) authorize the Finance, Audit and Administration Committee to approve Task Order 2 and 3. **FORMAL ACTION: Mr. Wright made the motion that the committee recommend to the council that they (council) authorize the committee to authorize Task Order 2 and 3; it was seconded by Mr. Thornton and carried unanimously.**

EXECUTIVE SESSION

Committee Chair Rivers asked for a motion to enter into Executive Session to discuss personnel and litigation. **FORMAL ACTION: Mr. Koritko made the motion to enter into Executive Session; it was seconded by Mr. Nolan and carried unanimously.**

FORMAL ACTION: Mr. Thornton made the motion to move out of Executive Session; it was seconded by Mr. Koritko and carried unanimously.

FORMAL ACTION: Mr. Blalock made the motion to accept the Executive Directors' report and to reconvene the regular session; it was seconded by Mr. Wright and carried unanimously.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, January 23, 2020, 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. Wright.

Ken Rivers, Chairman
Finance, Audit and Administration Committee