

TO: COUNCIL, THREE RIVERS REGIONAL COMMISSION

FROM: MS. FAYE PERDUE, SECRETARY, THREE RIVERS REGIONAL COUNCIL

SUBJECT: MINUTES OF MEETING HELD JUNE 25, 2020

The Regional Council of the Three Rivers Regional Commission held its meeting at 2:00 p.m. on Thursday, June 25, 2020. The meeting was held via a Zoom video/conference call due to the current Coronavirus pandemic.

WELCOME, CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Chairman Norman Allen welcomed everyone, called the meeting to order, gave the invocation and led the Pledge of Allegiance. The roll call was taken, and the following individuals attended:

Regional Council Members in Attendance

Mr. Ken Rivers, Chair, Butts County
Ms. Kay Pippin, Mayor, City of Jackson
Mr. Terry Nolan, Non-Public Member, Butts County
Ms. Michelle Morgan, Chair, Carroll County
Mr. Dustin Koritko, Council Member, City of Newnan
Mr. Greg Wright, Non-Public Member, Coweta County
Mr. Lee Boone, Chair, Heard County
Ms. Kathy Knowles, Non-Public Member, Heard County
Mr. Bennie Horton, Commissioner, Lamar County
Mr. Irvin Trice, Non-Public Member, Lamar County
Ms. Charlene Glover, Mayor, City of Greenville
Ms. Faye Perdue, Non-Public Member, Meriwether County
Mr. Ric Calhoun, Non-Public Member, Pike County
Ms. Gwen Flowers-Taylor, Chair, Spalding County
Mr. Douglas Hollberg, Council Member, City of Griffin
Mr. Jim Thornton, Mayor, City of LaGrange
Mr. Curtis Brown, Jr., Non-Public Member, Troup County
Mr. Norman Allen, Chair, Upson County
Mr. J. D. Stallings, Mayor, City of Thomaston
Ms. Hannah Ellington, Non-Public Member, Upson County
Mr. John Rainwater, Lt. Governor's Appointee

Regional Council Members Absent

Ms. Shirley Marchman, Council Member, City of Villa Rica
Mr. Terry Agne, Non-Public Member, Carroll County
Mr. Paul Poole, Chair, Coweta County
Mr. Denney Rogers, Mayor, City of Ephesus
Mr. Cecil McDaniel, Council Member, City of Barnesville
Mr. Bryan Threadgill, Chair, Meriwether County
Mr. Tim Daniel, Commissioner, Pike County
Mr. Joe Walter, Mayor, City of Zebulon
Mr. Matthew Middleton, Non-Public Member, Spalding County
Mr. Richard English, Jr., Commissioner, Troup County
Vacant, Governor's Appointees
Vacant, Speaker's Appointee

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Peggi Tingle, Administrative Services Department Director
Ms. Hope Blakely, HR Manager
Ms. Jeannie Brantley, Planning Director
Ms. Joy Shirley, AAA Director
Ms. Emily Rogers, Deputy AAA Director
Ms. Stephanie Glenn, Workforce Development Director
Ms. Stephanie Matthews, Deputy Workforce Development Director
Ms. Jan Perez, Secretary, Administrative Services

APPROVAL OF AGENDA (action item)

Chairman Allen asked for a motion to approve the agenda. **FORMAL ACTION: Mr. Ken Rivers made the motion to approve the agenda; it was seconded by Ms. Charlene Glover. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion passed unanimously.**

APPROVAL OF MINUTES – APRIL 23, 2020 MEETING (action item)

Chairman Allen asked for a motion to approve the April 23, 2020 meeting minutes. **FORMAL ACTION: Ms. Glover made the motion to approve the April 23, 2020 meeting minutes; it was seconded by Mr. Jim Thornton. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion passed unanimously.**

CHAIRMAN'S REPORT

Chairman Allen advised that he had nothing to report.

EXECUTIVE DIRECTOR'S REPORT

Mr. Kirk Fjelstul advised the members that the Finance, Audit and Administration Committee approved the revised FY '20 and Proposed FY '21 budgets and that this happened earlier this year since this was a component of the Strategic Plan. He presented success stories from the TRRC's departments and how the staff has assisted many individuals during the pandemic. Mr. Fjelstul also gave a brief synopsis regarding the discussion of the committee meetings as well as the executive committee discussion.

COMMITTEE REPORTS

Finance, Audit and Administration Committee

June 25, 2020 Meeting:

Committee Chair Ken Rivers advised the council that the Finance, Audit and Administration Committee met earlier and gave a report on the following subjects:

Review of Executive Director's May Expenditures (action item)

There was only one (1) expense for May. **FORMAL ACTION:** The committee made the recommendation that the council approve the May Executive Director's Expenditures. Chairman Allen reminded everyone that the committee's recommendation is a motion. He then asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Review of Monthly Financial Statements

FORMAL ACTION: Committee Chair Rivers advised that the Finance, Audit and Administration Committee made the recommendation of approval of the Monthly Financial Statements for April. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Approval of FY '20 Revised Budget (action item)

The FY '20 Revised Budget was originally presented to the Finance, Audit and Administration Committee in May for their review. **FORMAL ACTION:** Committee Chair Rivers advised that the Finance, Audit and Administration Committee made the recommendation to approve the FY '20 Revised Budget. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Approval of Proposed FY '21 Budget (action item)

The Proposed FY '21 Budget was originally presented to the Finance, Audit and Administration Committee in May for their review. **FORMAL ACTION:** Committee Chair Rivers advised that the Finance, Audit and Administration Committee made a recommendation to approve the Proposed FY '21 Budget. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Memorandum of Agreement with Atlanta Regional Commission – Empower Pro (action item)

FORMAL ACTION: Committee Chair Rivers advised that the Finance, Audit and Administration Committee made a recommendation to authorize the Executive Director to execute the Memorandum of Agreement with Atlanta Regional Commission in the amount of \$1,000 for the operation and support of the Empower Pro Self Service program. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Telephone Reassurance Contract for Aging Department (action item)

FORMAL ACTION: Committee Chair Rivers advised that the Finance, Audit and Administration Committee made a recommendation to approve the Telephone Reassurance Contract with Queen Cato for a maximum of 500 hours at \$18.00 per hour and a total maximum of \$9,000. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

One-Stop Operator Contract Renewal (action item)

FORMAL ACTION: Committee Chair Rivers advised that the Finance, Audit and Administration Committee made a recommendation to approve the agreement with the Georgia Department of Labor as the One-Stop Operator, in the amount of \$120,000. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Committee Meetings Discussion

Executive Committee Discussion and Discussion on Committees

Committee Chair Rivers advised the council that Mr. Fjelstul discussed these topics during the Executive Director's Report and that he (Rivers) would skip to the May 28 Finance, Audit and Administration Committee report.

May 28, 2020 Meeting:

Review of Executive Director's February, March and April Expenditures (action item)

FORMAL ACTION: Committee Chair Rivers advised that the Finance, Audit and Administration Committee recommended approval of the Executive Director's February Expenditures (\$21.00 for the LaGrange-Troup Chamber Early Bird Breakfast); the March Expenditures (\$149.00 for a first annual Zoom subscription); and the April Expenditures (\$144.56 for a second annual Zoom subscription). Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Review of Monthly Financial Statements

FORMAL ACTION: Committee Chair Rivers advised that the Finance, Audit and Administration Committee made the recommendation of approval of the Monthly Financial

Statements for February and March. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Health Insurance

Committee Chair Rivers reported that the Finance, Audit and Administration Committee took final action with the authority that was delegated by the council during April's council meeting. During the April council meeting, TRRC had not received all of the quotes for the annual health insurance coverage, which began July 1. The committee reviewed the proposals at the May meeting and voted to accept the CIGNA quote for health coverage for fiscal year 2021. While the quote represented a 15% increase, it was much better than the other quotes. The committee also froze the employee contributions so that they remain the same this year. The committee also retained Humana's dental and vision coverage as well as retaining Guardian's life insurance since these quotes did not change.

Contract Renewals for Three Independent Contractors for Aging Department (action item)

FORMAL ACTION: Committee Chair Rivers advised that the Finance, Audit and Administration Committee made the recommendation to renew the independent contracts for Valerie Duke, Gloria Sanford and Rhonda McDougal to provide Aging Services. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Planning and Projects Committee

June 25, 2020 Meeting:

Committee Chair Curtis Brown, Jr. advised the council that the Planning and Projects Committee met earlier and gave a report on the following subjects:

Broadband Task Force Discussion

Committee Chair Brown reported that the Broadband Task Force (the members of the Planning and Project Committee) met and participated in presentations by Mayor Steve Ledbetter of Woodbury and Mr. Alan Slaughenhaupt, Director of the City of LaGrange's IT Department. The presentations covered Woodbury's and LaGrange's approaches to making broadband available for their respective communities.

Strategic Plan Update

Committee Chair Brown advised that the Strategic Plan Update is still in process and that an update is expected at the August meeting.

Census Update

Committee Chair Brown reported that the Census Day was April 1, 2020 and that Coweta County has been recognized in our region as having one of the top response rates. He asked the members to encourage their communities to fully participate.

May 28, 2020 Meeting:

Public Hearing for the Annual Implementation Plan

Committee Chair Brown reported that the committee members received a copy of the Annual Implementation Plan for their review. During the May meeting, the members and others participated in a public hearing for the Annual Implementation Plan.

OLD BUSINESS

Nothing was presented under this portion of the agenda.

NEW BUSINESS

Nothing was presented under this portion of the agenda.

OTHER BUSINESS

Nothing was presented under this portion of the agenda.

GOOD OF THE ORDER

Nothing was presented under this portion of the agenda.

DATE AND LOCATION OF NEXT MEETING

Chairman Allen announced that the next meeting will be held at 2:00 p.m. on Thursday, August 27, 2020; additional meeting details will follow.

ADJOURNMENT

Chairman Allen adjourned the meeting after receiving a motion from Ms. Glover and a second from Ms. Kay Pippin.

Faye Perdue, Secretary