

TO: COUNCIL, THREE RIVERS REGIONAL COMMISSION

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

SUBJECT: MINUTES OF MEETING HELD AUGUST 27, 2020

The Regional Council of the Three Rivers Regional Commission held its meeting at 2:00 p.m. on Thursday, August 27, 2020. The meeting was held via a Zoom video/conference call due to the current COVID-19 pandemic.

WELCOME, CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Chairman Norman Allen welcomed everyone, called the meeting to order, gave the invocation and asked Mr. Kirk Fjelstul to lead everyone in the Pledge of Allegiance. The roll call was taken, and the following individuals attended:

Regional Council Members in Attendance

Ms. Kay Pippin, Mayor, City of Jackson
Mr. Terry Nolan, Non-Public Member, Butts County
Ms. Michelle Morgan, Chair, Carroll County
Ms. Shirley Marchman, Council Member, City of Villa Rica
Ms. Donna Armstrong-Lackey, Non-Public Member, 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. Cecil McDaniel, Council Member, City of Barnesville
Mr. Irvin Trice, Non-Public Member, Lamar County
Ms. Charlene Glover, Mayor, City of Greenville
Ms. Faye Perdue, Non-Public Member, Meriwether County
Mr. Joe Walter, Mayor, City of Zebulon
Mr. Ric Calhoun, Non-Public Member, Pike County
Ms. Gwen Flowers-Taylor, Chair, Spalding County
Mr. Douglas Hollberg, Mayor, City of Griffin
Mr. Matthew Middleton, Non-Public Member, Spalding County
Mr. Curtis Brown, Jr., Non-Public Member, Troup County
Mr. Norman Allen, Chair, Upson County
Ms. Hannah Ellington, Non-Public Member, Upson County
Mr. John Rainwater, Lt. Governor's Appointee

Regional Council Members Absent

Mr. Ken Rivers, Chair, Butts County
Mr. Paul Poole, Chair, Coweta County
Mr. Denney Rogers, Mayor, City of Ephesus
Mr. Bennie Horton, Commissioner, Lamar County
Mr. Bryan Threadgill, Chair, Meriwether County
Mr. Tim Daniel, Commissioner, Pike County
Mr. Richard English, Jr., Commissioner, Troup County
Mr. Jim Thornton, Mayor, City of LaGrange
Mr. J. D. Stallings, Mayor, City of Thomaston
Vacant, Governor's Appointees
Vacant, Speaker's Appointee

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Peggi Tingle, Administrative Services Director
Ms. Amanda Turner, Deputy Administrative Services Director
Ms. Kim Bennett, Senior Accounting Technician, Administrative Services
Ms. Jan Perez, Secretary, Administrative Services
Ms. Hope Blakely, HR Manager
Ms. Jeannie Brantley, Planning Director
Ms. Kim Dutton, Planner
Mr. Paul Jarrell, Planner
Ms. Pavielle Ludlow, Transit Program Manager
Ms. Stephanie Glenn, Director, Workforce Development
Ms. Stephanie Matthews, Deputy Workforce Development Director
Ms. Kedra Banning, Youth Services Manager, Workforce Development
Mr. Manuel Cadena, Youth Career Facilitator, Workforce Development
Ms. Sherrielle Goodson, Youth Career Facilitator, Workforce Development
Mr. Gene Herriott, Youth Career Facilitator, Workforce Development
Mr. Forrest Johnson, Youth Career Facilitator, Workforce Development
Mr. Danny Mitchell, Business Services Manager, Workforce Development
Ms. Ali Robinson, Youth Career Facilitator, Workforce Development

APPROVAL OF AGENDA (action item)

Chairman Allen asked for a motion to approve the agenda. **FORMAL ACTION: Mr. Terry Nolan made the motion to approve the agenda; it was seconded by Mr. Dustin Koritko. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion passed unanimously.**

APPROVAL OF MINUTES – JUNE 25, 2020 MEETING (action item)

Chairman Allen asked for a motion to approve the June 25, 2020 meeting minutes. **FORMAL ACTION: Mr. Koritko made the motion to approve the June 25, 2020 meeting minutes; it was seconded by Mr. Nolan. 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. Fjelstul advised the members that Mr. Terry Agne, Carroll County's Non-Public Member, passed away in July; Carroll County has reappointed Ms. Donna Armstrong-Lackey to the council. Ms. Stephanie Glenn recently graduated from a yearlong training program offered through Carl Vinson Institute of Government. Ms. Stephanie Matthews and Ms. Emily Rogers will enter this same training program in October. He also advised the members that several of our departments (Aging, Planning and Workforce) recently won awards from the National Association of Development Organizations (NADO).

COMMITTEE REPORTS

Finance, Audit and Administration Committee

August 27, 2020 Meeting:

Chairman Allen presided over today's Finance, Audit and Administration Committee and he gave the report from the meeting.

Review of Executive Director's June and July Expenditures (action item)

There were no expenses for the months of June and July and the committee did not take any action on this agenda item.

Review of Monthly Financial Statements

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

Policy Changes: Attendance and Leave (action item)

FORMAL ACTION: Chairman Allen advised that the Finance, Audit and Administration Committee made the recommendation to approve changes to Attendance and Leave Policy so as to align leave accrual with changes to the compressed, flexible, and telecommute policies that were previously approved. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Behavioral Health Coach Contract (action item)

FORMAL ACTION: Chairman Allen advised that the Finance, Audit and Administration Committee made a recommendation to authorize the Executive Director to negotiate and

execute a contract for Behavioral Health Coaching through the end of August, 2021 for a total of \$15,360. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Spalding County CSBG Cares Contract (action item)

FORMAL ACTION: Chairman Allen advised that the Finance, Audit and Administration Committee made a recommendation to approve the contract with Spalding County to administer the Cares Act CSBG. The total CSBG funds are \$381,080 and Three Rivers will be compensated \$45,730 (or 12%). Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

FY '21 Annual MOU with the Department of Community Affairs (action item)

FORMAL ACTION: Chairman Allen advised that the Finance, Audit and Administration Committee made a recommendation to approve the FY '21 Planning MOU with DCA in the amount of \$155,000. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Committee Meetings Discussion

Mr. Fjelstul advised the members that this is an ongoing discussion on whether to formalize the committees, the process of appointing members to the committees and the possible establishment of an Executive Committee. He will conduct additional research and will report his findings to the committees in September.

FY '20 RMS Contract, Amendment 1 (action item)

Chairman Allen asked Ms. Pavielle Ludlow to give the council a brief summary of this item. The contract needs to be amended due to the COVID-19 pandemic and how it has decreased the transit program's ridership, the number of service hours, etc. The amendment will give the transit company a reduced monthly fixed cost of \$63,908.78 and \$19.88 per service hour. These rates will allow the contractor to be compensated for fixed costs (such as office space and contract management) during this time of reduced service. TRRC is also receiving money from the CARES Act that will also be used to reimburse the contractor for fixed costs that would not be recovered under the hourly rate compensation method. A council member asked for clarification regarding the numbers with Ms. Ludlow supplying the information and advising that this will be a monthly cost. **FORMAL ACTION:** Chairman Allen advised that the Finance, Audit and Administration Committee made a recommendation to authorize the Executive Director to negotiate and execute RMS amendment 1 to the FY '20 contract, subject to approval by GDOT. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Approval of FY '21 RMS Contract, Amendment 2 (action item)

Chairman Allen asked Ms. Ludlow to present this item to the council. Ms. Ludlow advised that the contract year would be October 1, 2020 to June 30, 2021 and that RMS, Transit would continue to operate the TRRC rural transit service in Butts, Carroll, Lamar, Meriwether, Pike, Spalding and Upson counties. It was noted that the funds to pay the contractor will come from a combination of Department of Human Services (DHS) contracts and Federal Transit Administration (FTA) grants including the CARES Act and the FTA 5311 Rural Program. **FORMAL ACTION: Chairman Allen advised that the Finance, Audit and Administration Committee made a recommendation to authorize the Executive Director to negotiate and execute amendment 2, which is the option year one contract with RMS Transit, Inc., subject to approval by GDOT. Chairman Allen asked if there was any discussion. A council member asked for clarification concerning the contract year and Ms. Ludlow provided the dates (October 1, 2020 to June 30, 2021) and the reason for the adjustment. Chairman Allen asked if there was any additional discussion; hearing none, he called for the vote and the motion carried unanimously.**

WRA Task Order 3 (action item)

FORMAL ACTION: Chairman Allen advised that the Finance, Audit and Administration Committee made a recommendation to authorize the Executive Director to negotiate and execute WRA Task Order 3 in an amount not to exceed \$70,000. Mr. Fjelstul added that the Task Order 3 will address the major changes to the program resulting from COVID-19 and the 2020 Census. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

TRRC Rural Transit Pending Litigation – Executive Session

Mr. Fjelstul advised the council that the Finance, Audit and Administration Committee did have an Executive Session to hear the update about the pending litigation and that there was nothing to report. He encouraged the members to attend the meetings in order to participate in the discussions.

Planning and Projects Committee

August 27, 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 a presentation and discussion led by Monroe County Commissioner George Emami. The presentation covered Monroe County's SPLOST Project, which is making broadband available for its residents.

Census Update

Committee Chair Brown advised that Ms. Jeannie Brantley has a list of counties in TRRC's group and "where they are" with regard to completing the Census. He hopes that the communities will do a "big push" to encourage their residents to participate and complete the Census before the September 30, 2020 deadline.

EDA Cares Project

Committee Chair Brown reported that TRRC has received funding from the Economic Development Administration (EDA) to hire an Economic Development Specialist. This staff member would be a support person to the communities to assist with recovery efforts from the COVID-19 pandemic. It was also noted that the Economic Development Specialist will be a two (2) year term employee and that the hiring process will start very soon.

Adoption of Resolution for Regional Plan Implementation Program Annual Report (action item)

Committee Chair Brown noted that the Regional Plan Implementation Program Annual Report has been discussed several times and that the Department of Community Affairs (DCA) has approved it; the next step is to adopt it. **FORMAL ACTION: Committee Chair Brown advised that the Planning and Projects Committee made a recommendation to adopt the Resolution for Regional Plan Implementation Program Annual Report. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

OLD BUSINESS

Nothing was presented under this portion of the agenda.

NEW BUSINESS

Mr. Paul Jarrell advised that he had received information that the Georgia Transportation Infrastructure Bank (GTIB) will accept loan applications during their new submission period, which begins in September. He will send the members a link to the information for their review. Mr. Jarrell encouraged the members to look at the information if they have transportation and infrastructure projects that need to be completed.

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, October 22, 2020; additional meeting details will follow.

ADJOURNMENT

Chairman Allen adjourned the meeting after receiving a motion from Mr. Koritko and a second from Ms. Charlene Glover.

Faye Perdue, Secretary