

TO: COUNCIL, THREE RIVERS REGIONAL COMMISSION

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

SUBJECT: MINUTES OF MEETING HELD OCTOBER 27, 2016

The Regional Council of the Three Rivers Regional Commission held its meeting at 2:00 p.m. on Thursday October 27, 2016 at the Sharpsburg Town Hall in Sharpsburg, Georgia.

CALL TO ORDER AND WELCOME

Chairman Peter Banks advised the members that a quorum was reached, called the meeting to order and thanked the members for attending. He then asked Mr. Bobby Blalock to give the invocation; afterwards Chairman Banks led the members in reciting the Pledge of Allegiance.

Regional Council Members in Attendance

Mr. Keith Douglas, Chairman, Butts County  
Ms. Kay Pippin, Mayor, City of Jackson  
Ms. Donna Armstrong-Lackey, Non-Public Member, Carroll County  
Mr. Clayton Hicks, Council Member, City of Newnan  
Mr. Steve Stripling, Non-Public Member, Coweta County  
Mr. Lee Boone, Chairman, Heard County  
Mr. Denney Rogers, Mayor, City of Ephesus  
Ms. Kathy Knowles, Non-Public Member, Heard County  
Mr. Bennie Horton, Commissioner, Lamar County  
Mr. Peter Banks, Mayor, City of Barnesville  
Mr. Irvin Trice, Non-Public Member, Lamar County  
Ms. Beth Hadley, Chairperson, Meriwether County  
Ms. Charlene Glover, Mayor, City of Greenville  
Mr. Briar Johnson, Chairman, Pike County  
Mr. Bobby Blalock, Mayor, City of Zebulon  
Mr. Fred Roney, Non-Public Member, Pike County  
Mr. Richard English, Jr., Commissioner, Troup County  
Mr. Bobby Frazier, Non-Public Member, Troup County  
Mr. J. D. Stallings, Mayor, City of Thomaston  
Mr. Ed Bledsoe, Governor's Appointee  
Dr. Maggie Shook, Governor's Appointee  
Mr. John Rainwater, Lt. Governor's Appointee

### Regional Council Members Absent

Ms. Clair Jones, Non-Public Member, Butts County  
Ms. Shirley Marchman, Council Member, City of Villa Rica  
Mr. Tim Lassetter, Chairman, Coweta County  
Ms. Faye Perdue, Non-Public Member, Meriwether County  
Mr. Raymond Ray, Commissioner, Spalding County  
Mr. Douglas Hollberg, Council Member, City of Griffin  
Mr. Charles Jones, Non-Public Member, Spalding County  
Mr. Jim Thornton, Mayor, City of LaGrange  
Mr. Steve Hudson, Commissioner, Upson County  
Ms. Laurie Holmes, Non-Public Member, Upson County  
Mr. John Edwards, Governor's Appointee

### Guests Present

Ms. Runette Bledsoe, Guest of Mr. Ed Bledsoe  
Mr. Dick Ford, Mayor, Town of Moreland  
Ms. Laura Gower, Senator Johnny Isakson's office  
Ms. Sandy Johnson, Mayor, City of Woodbury  
Ms. Maggie Laton, Regional Project Manager, Georgia Department of Economic Development  
Mr. Eric Mosley, Assistant County Manager, Spalding County  
Mr. Winston Skinner, Newnan Times Herald  
Mr. Doug Westberry, City Manager, City of Manchester

### Staff Present

Mr. Lanier Boatwright, Executive Director  
Ms. Peggi Tingle, Administrative Services Director  
Ms. Joy Shirley, AAA Director  
Ms. Jeannie Brantley, Planning Director  
Mr. Robert Hiatt, Governmental Services Division Director  
Ms. Amanda Turner, Senior Accounting Technician  
Ms. Toni Williams, Education and Resource Specialist  
Ms. Hope King, HR Generalist  
Ms. Jan Perez, Secretary

### INTRODUCTION OF GUESTS

Chairman Banks introduced Ms. Bledsoe, Mr. Ford, Ms. Gower, Ms. Johnson, Ms. Laton, Mr. Mosley, Mr. Skinner, and Mr. Westberry and thanked them for attending the meeting.

## APPROVAL OF MINUTES OF LAST MEETING

The minutes of the meeting held August 25, 2016 were presented for approval. A motion was made by Mr. Clayton Hicks to approve the minutes as presented; the motion was seconded by Mr. Irvin Trice and carried unanimously.

## CHAIRMAN'S REPORT

### Appointment of Audit Review Committee

Chairman Banks announced that he is appointing the following individuals to the Audit Review Committee:

Bobby Frazier	Faye Perdue
Beth Hadley	John Rainwater
Clayton Hicks	Peter Banks

The Audit Review Committee will meet to peruse the audit that is currently being prepared by Warren Averett (formerly Metcalf Davis) as well as the one that was prepared by the Department of Audits and Accounts (DOAA). Ms. Kay Pippin mentioned that the DOAA's audit was "very troubling" and "did not shine a good light on this commission versus the other commissions in the state." Ms. Pippin made a motion that the audit be reviewed by the committee as a whole (all council members) and that representatives from the Department of Community Affairs (DCA) as well as DOAA be on hand to meet with the council and to discuss the audit; it was seconded by Ms. Donna Armstrong-Lackey. Chairman Banks advised the members that the Three Rivers RC (TRRC) staff met with the DOAA auditors at an exit interview and that this material was discussed during that event. The items listed in the audit were explained and agreed upon and were to be listed in the report; this did not happen. Several members commented on this issue with Ms. Pippin stating that she would like to have Mr. Brian Johnson, from DCA, attend the December meeting; Mr. Johnson presides over the department that receives all reports and documentation from the the regional commissions. Ms. Pippin stated that she preferred a "committee as a whole" to review the audit and she offered a substitute (or amended) motion that the audit received from DOAA be reviewed and conducted by the committee as a whole and that the appropriate personnel from DCA, Mr. Brian Johnson, and DOAA (the audit team that prepared the report), to present the audit to the council, go over the information and explain the problems to the members. Chairman Banks reiterated that he still wanted to appoint his own Audit Review Committee since TRRC has their internal audit that needs to be reviewed and discussed. The members discussed when to have the meeting and a called meeting was suggested; Ms. Pippin noted that the council should see when Mr. Johnson and the DOAA auditors would be available in order to schedule the meeting. Chairman Banks noted that suggestion was a good idea and that the council would be notified as soon as possible when a date has been confirmed. Chairman Banks then called for the vote on the motion; it was carried unanimously.

## COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) UPDATE

Ms. Jeannie Brantley presented this portion of the agenda. The CEDS is a document that contains demographics about the region, proposed projects that the local governments as well as the industrial authorities have submitted, etc.; this information is forwarded to Economic Development Administration (EDA) on a yearly basis. Ms. Brantley asked the council's permission to submit the CEDS Update to EDA. Dr. Maggie Shook made the motion to submit the CEDS Update to EDA; it was seconded by Mr. Richard English and carried unanimously.

Ms. Brantley also advised the members that the CEDS format is changing next year. She would like to form a CEDS Advisory Committee for our area; this committee would be comprised of two (2) people from each county. The committee's assistance is needed in order to begin the process of gathering information for next year's CEDS. She needs the names of people appointed to this committee by December 15, 2016. Ms. Brantley stated that she would email the council members a notice asking for appointees to the CEDS Advisory Committee and asked that they return the requested information to her via email.

## AGING PROGRAM UPDATE

### Grant

Ms. Toni Williams advised the members that the Aging Program recently received a \$10,000 grant that can be used to purchase "assisted technology" equipment (such as voice amplifiers, items that enhance vision, etc.) that will assist older individuals in their everyday lives and allow them to remain in their homes. Ms. Williams also explained that there is a partnership in place with Friends of Disabled Adults and Children (FODAC); this is a part of the grant as well. This organization offers equipment, ranging from wheelchairs to other medical items, at a lower cost to individuals. She stated that due to the partnership with FODAC, the Franklin office will be a delivery site (as well as a pick up site) for equipment; this will spare individuals from having to drive to Stone Mountain (FODAC's location) to obtain the equipment. Ms. Williams and other Aging Program staff will visit various communities to advise others about the programs that are available for our region.

### Adoption of the MIPPA Resolution

Ms. Joy Shirley presented this portion of the agenda. The council members were asked to adopt the resolution for the Medicare Improvements for Patients & Providers Act (MIPPA) in order to enter into the contract with the Department of Human Services (DHS). It was noted that this is a yearly contract renewal. Mr. Bennie Horton made the motion that the council adopt the resolution; it was seconded by Mr. Hicks and carried unanimously.

## THREE RIVERS WORKFORCE DEVELOPMENT DISCUSSION

### Contract Recommendations

Mr. Robert Hiett presented this portion of the agenda. The members were given a hand out that reflects fourteen (14) contract recommendations that the Workforce Board discussed during an earlier meeting. Mr. Hiett explained that the Workforce Board approved the contract recommendations and that he asked for the council's concurrence regarding these contracts. Mr. Bobby Blalock made the motion that the council approve the agreements as presented; it was seconded by Mr. Ed Bledsoe and carried unanimously.

### General Update

Mr. Hiett advised the members that Ms. Kathy Knowles had recently accepted a new position and therefore was no longer eligible to remain as the Workforce Board chairperson. During this morning's Workforce Board meeting, Mr. Greg Burns was announced as the new chairperson as well as Ms. Donna Armstrong-Lackey being appointed as the Carroll County business representative. Mr. Hiett expressed his gratitude for Ms. Knowles and her service to the Workforce Board.

## TRANSPORTATION UPDATE

Mr. Hiett presented this portion of the agenda. Mr. Steve Stripling asked if another bus vendor has been appointed to provide the buses since the state's first choice has bowed out of the contract. Mr. Hiett stated that the secondary bus vendor has stepped in, but there is no estimated time available for delivery of any new buses. Mr. Hiett assured the members that he will forward that information to them once he has received it. Ms. Charlene Glover asked about if the same transportation providers would be retained for next year. Mr. Hiett stated that the transportation provider is evaluated each year and that they (Transitions Commute Solutions) are doing a good job across the region. The transportation provider is on a four (4) year procurement schedule and Transitions Commute Solutions will return next year.

### 5311 Program Authorizing Resolution

Mr. Hiett explained that the annual 5311 Rural Transportation Program application is due; this application has to be filed with the Georgia Department of Transportation (GDOT). He asked for the council's concurrence in approving the authorizing resolution; this document authorizes Mr. Boatwright to file the application. The only change to this year's application is the inclusion of Carroll County in the document. Mr. Hicks made the motion that the resolution be approved; it was seconded by Mr. Keith Douglas and carried unanimously.

## EXECUTIVE DIRECTOR'S REPORT

### Discussion of Purchasing Policy

Mr. Boatwright presented this portion of the agenda. The members received copies of the current purchasing policy that has been in place since 1971; the purchasing policy limit established at that time is \$10,000. (It was noted that TRRC receives three quotes before making purchases.) Mr. Boatwright is recommending that the purchasing policy cap be increased to the one that the state is using, which is \$25,000. This higher limit would especially benefit the Workforce Program due to the sealed bid response process and the time restraints that accompany this process. So many of the Workforce Program's contracts have expenditures of \$10,000 or more and the current purchasing policy limits the Workforce Board in whatever timely action is needed. Ms. Armstrong-Lackey noted that Workforce has fourteen (14) contracts and that a sealed bid response could prove "very taxing to a small staff like ours." Ms. Armstrong-Lackey made the motion that the council change the purchasing policy to \$25,000; it was seconded by Mr. Bledsoe and carried unanimously.

### Proposed Personnel Policy Changes

The council received a copy of the personnel policy with proposed changes noted in red. Mr. Boatwright explained that the proposed changes are in response to the Fair Labor Standards Act (FLSA). Currently, the work week (which coincides with the pay period) is Wednesday – Tuesday. This has been in effect since 2009 when Chattahoochee-Flint and McIntosh Trail merged. Time sheets must be modified to accommodate non-exempt personnel that may work on Saturdays and Sundays. A few other changes include travel reimbursements over a month old will not be accepted; reimbursable expenses such as travel within an employee's home county or county in which their office is located will be eligible for travel expenses at the rate of half what is currently approved by the council and the reimbursement must be approved by the department director. The current travel policy does not allow for travel reimbursement in a person's home county. The proposed travel reimbursement policy caused some concern to several members. Mr. Boatwright explained that the council has the power to establish the mileage rate. The "half rate" was clarified when Ms. Maggie Laton explained that she received .50 per mile when she used her personal vehicle and .25 per mile when she has access to a state car and refuses to use it. After several more minutes of council's comments and discussion, Mr. John Rainwater made the motion to allow employees to receive reimbursement at the current state rate of .50 per mile; Mr. Frazier seconded the motion and it was carried unanimously. Mr. Boatwright assured the members that the .25 per mile would be deleted altogether from the travel policy statement.

Other changes concern flextime for non-exempt employees upon approval from the department director; sick leave requests (absences of three or more days) must be submitted to supervisors prior to starting work; non-exempt employees must take their meal periods/breaks away from their work station; an employee shall be granted up to three (3) days funeral leave (immediate family) per occurrence; disciplinary actions were also included with regard to working overtime without receiving proper approval; and annual performance evaluations of employees at three (3) and six (6) months and then annually prior to the end of the fiscal year. Mr. Bledsoe made the motion to accept the policy changes; it was seconded by Mr. Trice and carried unanimously.

## OTHER BUSINESS

Ms. Glover asked Ms. Shirley if the community can meet with the legislators and make a change so the application process to join the senior citizen programs (at the senior centers) would be more "friendly" for individuals to utilize. Ms. Glover stated that the application process "is so intense...and when you are dealing with people that are 60 (years).plus...it's hard to get a four and five page application" completed. Mr. Boatwright explained that the application and reporting process has changed from *AIMS* to *Harmony* and that each senior center is using the new application and reporting system and that it has become quite cumbersome. Ms. Shirley stated that more documentation is required at the federal level and she agreed that the *Harmony* program is more cumbersome; the new program is taking 3 hours per client to input the information while the previous system took 45 minutes to 1 hour per client. She also reported that the AAA directors have discussed this and asked that the state reconsider the application process; the AAA directors were told that the *AIMS* system would no longer be used. The *Harmony* system will become effective on January 1<sup>st</sup>; the system is now in a testing phase. The state legislature is aware of the problems with the reporting system and the process. It was noted that the council could write a letter on their position concerning the reporting system. The senior centers have already submitted letters concerning their stance on this matter.

Ms. Pippin asked if it would be possible to have a meeting on November 17<sup>th</sup>; it was noted that several meetings are already scheduled for that date. She then noted that maybe it would be best to stick with the original meeting date of December 15<sup>th</sup>; it was reiterated that the Warren Averett auditors would be in attendance at the December 15<sup>th</sup> meeting and they would discuss their audit as well as the DOAA audit.

## GOOD OF THE ORDER


There was nothing presented under this portion of the agenda.

## DATE AND LOCATION OF NEXT MEETING

Chairman Banks announced that the next meeting would be December 15, 2016. The meeting location will be the Sharpsburg Town Hall and the meeting time is scheduled for 2:00 p.m.

## ADJOURNMENT

Chairman Banks adjourned the meeting.



Faye Perdue, Secretary