

TO: COUNCIL, THREE RIVERS REGIONAL COMMISSION

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

SUBJECT: MINUTES OF MEETING HELD DECEMBER 10, 2020

The Regional Council of the Three Rivers Regional Commission held its meeting at 2:00 p.m. on Thursday, December 10, 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 and called the meeting to order. Ms. Charlene Glover gave the invocation and afterwards, Chairman Allen led everyone in reciting 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. 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  
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  
Mr. Douglas Hollberg, Mayor, City of Griffin  
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

Mr. Ken Rivers, Chair, Butts County  
Ms. Michelle Morgan, Chair, Carroll County  
Mr. Paul Poole, Chair, Coweta County  
Mr. Denney Rogers, Mayor, City of Ephesus

Ms. Kathy Knowles, Non-Public Member, Heard County  
Mr. Bennie Horton, Commissioner, Lamar County  
Mr. Bryan Threadgill, Chair, Meriwether County  
Mr. Tim Daniel, Commissioner, Pike County  
Ms. Gwen Flowers-Taylor, Chair, Spalding County  
Mr. Matthew Middleton, Non-Public Member, Spalding County  
Mr. Richard English, Jr., Commissioner, Troup County  
Mr. Jim Thornton, Mayor, City of LaGrange  
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. Hope Blakely, HR Manager  
Ms. Jan Perez, Secretary, Administrative Services  
Ms. Joy Shirley, AAA Director  
Ms. Emily Rogers, Deputy AAA Director  
Mr. Brian Bruggeman, ADRC Program Manager  
Ms. Stephanie Matthews, Deputy Workforce Development Director

#### APPROVAL OF AGENDA (action item)

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

#### APPROVAL OF MINUTES – OCTOBER 22, 2020 MEETING (action item)

Chairman Allen asked for a motion to approve the October 22, 2020 meeting minutes. **FORMAL ACTION: Ms. Marchman made the motion to approve the October 22, 2020 meeting minutes; it was seconded by Mr. Greg Wright. 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 the members that the Planning and Projects Committee lost a few members due to attrition and he would like the council's approval to allow him (Chairman Allen) to appoint members to that committee. He asked for a motion authorizing the council chair to appoint members to the Planning and Projects Committee. **FORMAL ACTION: Mr. Curtis Brown, Jr., made the motion for the council to authorize the chairman to make appointments to the Planning and Projects Committee; it was seconded by Mr. Lee Boone. Chairman Allen asked if there was any discussion and Mr. Nolan asked if there were any persons interested in being appointed. Chairman Allen advised that Ms. Kathy Knowles and Ms. Donna Armstrong-Lackey were both interested and willing to serve. Chairman Allen then called for the vote on the motion and it passed unanimously. He then thanked Ms. Knowles and**

**Ms. Armstrong-Lackey for their willingness to serve on the Planning and Projects Committee. Chairman Allen also asked that if there were other members that were interested in joining the committee, to contact him or Ms. Jan Perez.**

## EXECUTIVE DIRECTOR'S REPORT

Mr. Fjelstul mentioned that a few TRRC departments recently won awards:

Planning Department – CDBG Innovative Grant Program Award for the City of LaGrange -This is a \$2 million grant award to assist the city with revitalizing a low to moderate-income neighborhood; seven homes will be demolished and rebuilt. A Workforce Development Training Center will be constructed on this site to support jobs in the construction field.

Workforce Development – Correction Facility Welding Program – This program is assisting individuals in receiving marketable job skills and certification while incarcerated. Seventy-seven per cent (77%) have received credentials while ninety-six per cent (96%) of those have obtained employment upon their release.

Aging Program – The Aging Program received two (2) awards. Mr. Fjelstul advised that a large portion of this initiative was spearheaded by Mr. Brian Bruggeman, ADRC Program Manager for the Aging Program. The awards were for the Three Rivers Aging and Behavioral Health Collaborative that was established to provide health services and information for the elderly population suffering from mental health issues.

Rosalynn Carter Institute Caregiver of the Year Award – Ms. Alesia Simon (of Bowdon) received the Caregiver of the Year Award. Ms. Brooke Rakestraw, HCBS Case Manager for the Aging Program, submitted an essay concerning Ms. Simon's care for her late mother and now her father while also experiencing her own health crisis. Ms. Simon received a drive by celebration, several gifts as well as proclamations from Bowdon Mayor Jim Chaffin and County Chair Michelle Morgan.

Mr. Fjelstul took this opportunity to thank the staff for their hard work. The awards reflect "their extra work above and beyond the call of duty which our staff does all the time." Chairman Allen concurred and added his thanks to the staff as well.

## COMMITTEE REPORTS

### **Finance, Audit and Administration Committee**

December 10, 2020 Meeting:

Mr. Wight advised the council that he would give the report due to Committee Chair Ken Rivers' absence. He mentioned that the Finance, Audit and Administration Committee met earlier and proceeded with the report.

### Review of Executive Director's November Expenditures (action item)

**FORMAL ACTION: Mr. Wright advised that Mr. Fjelstul did not have any expenses for the month of November. The Finance, Audit and Administration Committee made the recommendation to approve the Executive Director's November Expenditures.**

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

Review of October Financial Statements (action items)

**FORMAL ACTION:** Mr. Wright noted that the committee reviewed the October Financial Statements with Ms. Peggi Tingle. The Finance, Audit and Administration Committee made the recommendation to approve the October Financial Statements as presented. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Discussion of Draft Audit (action item)

**FORMAL ACTION:** Mr. Wright advised that Mr. Billy Minch and Ms. Jennifer Williams presented the Draft Audit during today's committee meeting; they also presented the preliminary report during November's committee meeting. He noted that there was one (1) compliance issue with the Workforce Development's Adult Worker's program. The audit concluded that the Adult Workforce participants were still eligible and it was a matter of proper documentation. Workforce has included a corrective action plan in the final audit to make sure the files are properly documented going forward. Mr. Wright advised that the committee reviewed the final document and that the committee's recommendation is to accept the audit report as presented from our auditors. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Approval of Proposed 2021 Meeting Schedule (Committees and Council) (action item)

**FORMAL ACTION:** Mr. Wright advised that the Proposed 2021 Meeting Schedule follows the traditional schedule of committee meetings on the fourth (4<sup>th</sup>) Thursday of the month with the Council meeting on the fourth (4<sup>th</sup>) Thursday of every other month. There are no meetings in July and adjustments have been made to the November and December meetings to account for the holidays. The Finance, Audit and Administration Committee's recommendation is to approve the 2021 Meeting Schedule for Council and the committees. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Committee Meetings Discussion

Mr. Wright reported that there is no action required on this item. The committee continued to discuss the option of establishing an executive committee in light of legislation that was introduced last year requiring that all RC's establish an executive committee.

Executive Session to Discuss Personnel Matter (see below action items)

Executive Director's Performance Review (action item)

**FORMAL ACTION:** Mr. Wright advised that the Finance, Audit and Administration Committee completed the performance review following the Council's established process. A draft report was submitted by the Executive Director in October and the Council was encouraged to provide input.

The review was conducted in November and completed in December. The committee's recommendation is to accept the Executive Director's Report of Accomplishments. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Renewal of Executive Director's Contract (action item)

**FORMAL ACTION:** Mr. Wright reported that the Council was advised in October that the Executive Director's three (3) year contract was up for renewal. The consensus was to have the Finance, Audit and Administration Committee work with the Executive Director to make recommendations to the Council in December. The committee reviewed the contract and met with the Executive Director in November and December. The committee unanimously agreed to recommend renewing the contract under the same terms and compensation as the previous one. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

November 19, 2020 Meeting:

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

**FORMAL ACTION:** Mr. Wright advised that there was one (1) expenditure for \$51.99 and that the committee's recommendation was to approve the Executive Director's October Expenditures in the amount of \$51.99. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Review of September Monthly Financial Statements (action item)

**FORMAL ACTION:** Mr. Wright advised that the committee's recommendation is to approve the monthly financial statement for September 2020. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Aging and Disability Resource Connection (ADRC) Counselor Contract for Aging Department (action item)

**FORMAL ACTION:** Mr. Wright advised that the committee's recommendation is to approve the contract for an ADRC Counselor from December 14, 2020 to September 30, 2021 in the amount of \$24,000 for FY '21 and \$10,400 for FY '22. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Authorizing Resolution for FY '22 GDOT 5304 Project Application (action item)

**FORMAL ACTION:** Mr. Wright advised that the committee's recommendation is to approve the annual authorizing resolution allowing staff to submit the 5304 Project Application. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Headlight Data Contract Renewal (6-Months) (action item)

**FORMAL ACTION:** Mr. Wright advised that the committee's recommendation is to approve the contract renewal with Headlight Data for six (6) months at \$9,998. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Planning and Projects Committee

December 10, 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:

TRRC Comprehensive Economic Development Strategy (CEDS) Update for 2020 (action item)

Committee Chair Brown reported that the Planning and Projects Committee was briefed on various elements of the CEDS Update for 2020. **FORMAL ACTION:** The committee's recommendation is to approve the CEDS. Committee Chair Brown did advise the council that upon the council's approval, the next step for the CEDS Update is to be forwarded to the Department of Community Affairs (DCA) for their approval. Chairman Allen asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.

Broadband Task Force

Committee Chair Brown also reported that Mr. Wayne Livingston of Diverse Power EMC gave a presentation to the committee earlier today. Mr. Livingston's presentation included various elements regarding Diverse Power's involvement with broadband. He also encouraged the members to contact Mr. Livingston with any questions that they may have concerning broadband.

Committee Chair Brown advised that this was the end of his report.

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

Mr. Nolan wished everyone "Happy Holidays" and a "Happy 2021."

Chairman Allen mentioned that he spoke with Mr. Joe Walter before the meeting. Mr. Walter works for the company that is handling the construction management for the courthouse roof renovation project in Thomaston and Upson County. The courthouse clock tower and cupola are now missing and will be replaced once the roof renovation is completed. Chairman Allen noted that the company is doing a great job to correct the issues and he thanked Mr. Walter.

#### DATE AND LOCATION OF NEXT MEETING

Chairman Allen announced that the next meeting would be held at 2:00 p.m. on Thursday, February 25, 2021; additional meeting details will follow.

#### ADJOURNMENT

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

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Faye Perdue, Secretary