

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, March 25, 2021. Due to the COVID-19 pandemic, the meeting was held via a Zoom video/conference call. Committee Chair Ken Rivers called the meeting to order and welcomed the members. He also gave the invocation and afterwards, led the members in reciting the Pledge of Allegiance. The roll call was taken and the following individuals attended:

Finance, Audit and Administration Committee Members in Attendance

Mr. Ken Rivers, Commissioner, Butts County
Mr. Terry Nolan, Non-Public Member, Butts County
Mr. Dustin Koritko, Council, City of Newnan
Mr. Greg Wright, Non-Public Member, Coweta County
Mr. John Rainwater, Lt. Governor's Appointee

Additional Three Rivers Council Members in Attendance

Ms. Charlene Glover, Mayor, City of Greenville

Guests in Attendance

Mr. Gibb Cotton, Chief Technology Officer, City of Griffin IT Department
Ms. Deannia Roberson-Ray, Town Clerk, Town of Sharpsburg
Mr. Ken Jones, Attorney with Hall, Smith, Booth Law Firm
Mr. Patrick Fitzgerald, Attorney with Hall, Smith, Booth Law Firm
Mr. Drew Whalen, Attorney with The Whalen Law Firm

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/EO Officer
Ms. Kim Bennett, Senior Accounting Specialist, Administrative Services
Ms. Angela Talley, Accounting Specialist, Administrative Services
Ms. Jan Perez, Secretary, Administrative Services
Ms. Jeannie Brantley, Planning Director
Ms. Kim Dutton, Planner

Mr. Paul Jarrell, Planner
Ms. Emily Rogers, Deputy AAA Director
Mr. Tommy Kennedy, Director, Transit Program
Ms. Pavielle Ludlow, Manager, Transit Program
Ms. Stephanie Glenn, Director, Workforce Development
Ms. Stephanie Matthews, Deputy Director, Workforce Development

APPROVAL OF FEBRUARY 25, 2021 MINUTES (action item)

Committee Chair Rivers asked for a motion to approve the minutes for the February 25, 2021 committee meeting. Mr. Dustin Koritko made the motion to approve the February 25, 2021 meeting minutes; it was seconded by Mr. Terry Nolan and carried unanimously.

APPROVAL OF AGENDA (action item)

Committee Chair Rivers asked the committee for a motion regarding the agenda's approval. Mr. Greg Wright made the motion to approve the meeting agenda; it was seconded by Mr. Koritko and carried unanimously.

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

Committee Chair Rivers advised that Mr. Kirk Fjelstul's February expenditures totaled \$25.00 for one (1) expense. He asked if there were any questions; hearing none, he asked for a motion concerning the expenditures. **FORMAL ACTION: Mr. John Rainwater made the motion to approve the Executive Director's February 2021 Expenditures report in the amount of \$25.00; it was seconded by Mr. Koritko. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

REVIEW OF JANUARY FINANCIAL STATEMENTS (action item)

Ms. Amanda Turner presented this portion of the agenda. The members were provided a copy of the January Financial Statements for their review. **FORMAL ACTION: Mr. Wright made the motion to approve the monthly financial statements for January 2021; it was seconded by Mr. Nolan. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

IRS NOTICE UPDATE

Ms. Turner presented this portion of the agenda. She advised the committee that this is for informational purposes only. Staff has periodically kept the committee informed of proposed penalties for calendar year 2018 related to payroll submissions to the Social Security Administration. Staff responded to the notice and submitted supporting documentation; we recently received notification that the IRS has waived the proposed penalties. The committee members all agreed that this was "great news." Mr. Nolan asked if there were guidelines in place in order to avoid this type of situation in the future. Ms. Turner assured him that policies were in place to prohibit this from happening again. Mr. Fjelstul advised that training would take place to assist the staff with submitting the information by the required deadlines.

MANAGED IT SERVICES PROCUREMENT

Ms. Jeannie Brantley presented this portion of the agenda. She advised that this is for informational purposes at this time. Three Rivers' IT services and equipment are currently provided by VC3. The contract expires in June 2021 and TRRC will engage in a procurement for services very soon. The TRRC staff has spoken with VC3 concerning a contract extension; VC3 has agreed with our request and they will not access any additional fees. A letter concerning the contract extension will be presented to the committee next month.

EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER AND TO DISCUSS PENDING OR THREATENED LITIGATION

Mr. Fjelstul advised that there were two (2) matters that needed to be discussed in an Executive Session. **FORMAL ACTION: Committee Chair Rivers asked if there was a motion to enter into Executive Session. Mr. Rainwater made the motion to enter into Executive Session; it was seconded by Mr. Nolan and the motion carried unanimously. Committee Chair Rivers advised that the committee was entering into Executive Session at approximately 12:41 p.m.**

FORMAL ACTION: Mr. Wright made the motion to come out of the Executive Session; Mr. Nolan seconded the motion and it carried unanimously. The committee returned to the regular session at approximately 1:15 p.m.

OTHER BUSINESS

There was nothing mentioned under this portion of the agenda.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, April 22, 2021 at 12:30 p.m.; additional meeting details will follow.

ADJOURNMENT

Committee Chair Rivers adjourned the meeting after receiving a motion from Mr. Wright and a second from Mr. Rainwater.

Ken Rivers, Chairman
Finance, Audit and Administration Committee