

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, May 27, 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

Additional Three Rivers Council Members in Attendance

Ms. Charlene Glover, Mayor, City of Greenville

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Amanda Turner, Deputy Administrative Services Director
Ms. Hope Blakely, HR Manager/EO Officer
Ms. Jan Perez, Secretary, Administrative Services
Ms. Joy Shirley, AAA Director
Ms. Emily Rogers, Deputy AAA Director
Mr. Tommy Kennedy, Director, Transit Program
Ms. Stephanie Matthews, Deputy Workforce Development Director

APPROVAL OF APRIL 22, 2021 AND MAY 5, 2021 MINUTES (action item)

Committee Chair Rivers asked for a motion to approve the minutes for the April 22, 2021 committee meeting and for the May 5, 2021 Special Called Meeting for the committee. Mr. Dustin Koritko made the motion to approve both sets of minutes; it was seconded by Mr. Terry Nolan and carried unanimously.

APPROVAL OF AGENDA (action item)

Committee Chair Rivers asked for a motion to approve today's agenda. Mr. Koritko made the motion to approve the agenda; it was seconded by Mr. Nolan and carried unanimously.

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

Committee Chair Rivers advised that Mr. Fjelstul's April expenditures totaled \$60.00 for chamber events. Committee Chair Rivers asked for a motion concerning the expenditures. **FORMAL ACTION: Mr. Koritko made the motion to approve the Executive Director's April 2021 Expenditures in the amount of \$60.00; 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.**

FY '21 REVISED BUDGET

Ms. Amanda Turner presented this portion of the agenda. The members were provided a copy of the FY '21 Revised Budget for their review. Ms. Turner gave a brief overview of the various line items in the revised budget. The committee participated in a brief question and answer session. Mr. Fjelstul advised them that this is for informational purposes at this time and that the FY '21 Revised Budget will be on the agenda next month for their review and approval.

PROPOSED FY '22 BUDGET

Ms. Turner presented this portion of the agenda. The members were provided a copy of the Proposed FY '22 Budget. It was noted that the Proposed FY '22 Budget is \$14.9 million, which is \$1.8 million more than the revised budget and \$1 million more than the original adopted FY '21 budget. Ms. Turner also advised the committee that a 3% salary increase for staff has been included in the budget. Mr. Fjelstul advised them that this is for informational purposes at this time and that the Proposed FY '22 Budget will be on the agenda next month for their review and approval.

TRANSIT: FY '22 CONTRACT RENEWAL WITH RMS TRANSIT, INC.

Mr. Tommy Kennedy presented this portion of the agenda. He reported that this was for informational purposes at this time. We are currently in the second (2nd) year of a five (5) year contract. We are in discussions with RMS concerning the issue of reimbursement. Mr. Kennedy advised that the original RFP used "service hour reimbursement" and that COVID-19 pandemic caused a decrease in ridership, which produced an amendment that called for "expense reimbursement." For FY '22, if we experience a "return to normal" with regard to ridership, we would like the flexibility to adjust the service hour rate if hours are lower. The ultimate goal is to recommend renewal at the June committee meeting once the discussions with RMS are complete.

ONE STOP OPERATOR RFP

Ms. Stephanie Matthews presented this portion of the agenda. She advised the committee that Workforce has a RFP that is currently underway for the One Stop Operator; the RFP will close at 4:00 p.m. on Friday, May 28, 2021. Workforce has received two (2) RFPs as of today's date. Ms. Matthews reported that a committee will be established to review the RFPs and make the necessary recommendation to the committee at a future meeting.

TALENTSPACE CONTRACT (action item)

Mr. Fjelstul and Ms. Matthews presented this portion of the agenda. Talentspace is a virtual portal that serves as a platform for online conferences across our region. Talentspace is being implemented to address concerns with hiring needs that have been identified through the region's sector partnership roundtables and meetings. The annual subscription will cost \$18,000 and allow Workforce the ability to host job fairs, information sessions, employer panels as well as several other benefits. The staff's recommendation is to approve the Talentspace contract and annual subscription of \$18,000. Committee Chair Rivers called for a motion concerning this subject. **FORMAL ACTION: Mr. Nolan made the motion to approve the Talent Space contract and annual subscription of \$18,000; it was seconded by Mr. Greg Wright. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

GEORGIA DEPARTMENT OF LABOR (GDOL) CONTRACT EXTENSION (action item)

Ms. Matthews presented this portion of the agenda. She explained that GDOL is the current One Stop Operator for our region and that we currently have an open RFP for One Stop Operator; the RFP will close on May 28, 2021. The recommendation is to extend the GDOL contract as One Stop Operator until October 30, 2021 and the extension will not change the money (in the contract) at all. Committee Chair Rivers called for a motion concerning this subject. **FORMAL ACTION: Mr. Wright made the motion to authorize the Executive Director to extend the Department of Labor contract through October 31, 2021; 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.**

WGTC CAREER AND YOUTH SERVICES CONTRACT RENEWALS (action items)

Ms. Matthews presented this portion of the agenda. She advised the committee that the Workforce Board recently approved two (2) contracts with West Georgia Technical College (WGTC) to provide Youth and Career Services. The existing contracts provide services for Carroll, Coweta, Heard, Meriwether and Troup Counties. The contracts should begin July 1, 2021 for Youth Services (Adult Education) in the amount of \$304,062 and for Career Services in the amount of \$284,985. The staff's recommendation is to authorize the renewal of two (2) contracts with WGTC, beginning July 1st, for Youth Services (Adult Education) in the amount of \$304,062 and for Career Services in the amount of \$284,985. Committee Chair Rivers called for a motion concerning this subject. **FORMAL ACTION: Mr. Wright made the motion to authorize the renewal of two (2) contracts with WGTC, beginning July 1st, for Youth Services (Adult Education) in the amount of \$304,062 and for Career Services in the amount of \$284,985;**

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.

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, June 24, 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. Koritko.

Ken Rivers, Chairman
Finance, Audit and Administration Committee