

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, June 24, 2021. Due to the COVID-19 pandemic, the meeting was held via a Zoom video/conference call. Mr. John Rainwater presided over the meeting in lieu of Committee Chair Ken Rivers. Mr. Rainwater called the meeting to order and welcomed the members. It was decided to suspend the invocation and Pledge of Allegiance at this meeting and this was done after receiving no objections from the members. The roll call was taken and the following individuals attended:

Finance, Audit and Administration Committee Members in Attendance

Mr. Terry Nolan, Non-Public Member, Butts County
Mr. Dustin Koritko, Council, City of Newnan
Mr. Greg Wright, Non-Public Member, Coweta County
Mr. Norman Allen, Chair, Upson County
Mr. John Rainwater, Lt. Governor's Appointee

Additional Three Rivers Council Members in Attendance

Ms. Charlene Glover, Mayor, City of Greenville
Ms. Gwen Flowers-Taylor, Commissioner, Spalding County
Mr. Doug Hollberg, Mayor, City of Griffin

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. Jan Perez, Secretary, Administrative Services
Ms. Jeannie Brantley, Planning Director
Ms. Joy Shirley, AAA Director
Ms. Emily Rogers, Deputy AAA Director
Mr. Tommy Kennedy, Transit Program Director
Ms. Stephanie Glenn, Workforce Development Director
Ms. Stephanie Matthews, Deputy Workforce Development Director
Mr. Danny Mitchell, Workforce Business Services Manager
Ms. Angela Talley, Accounting Specialist, Administrative Services

APPROVAL OF MAY 27, 2021 MINUTES (action item)

Mr. Rainwater asked for a motion to approve the minutes for the May 27, 2021 committee meeting. Mr. Dustin Koritko made the motion to approve the May 27, 2021 minutes; it was seconded by Mr. Terry Nolan and carried unanimously.

APPROVAL OF AGENDA (action item)

Mr. Rainwater advised the committee that the meeting agenda needed to be amended since there was an additional matter (*Title V Program*) that needed to be discussed. Mr. Rainwater suggested that the *Title V* discussion be placed at the bottom of the agenda. Mr. Greg Wright made the motion to amend today's agenda; it was seconded by Mr. Koritko and carried unanimously.

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

Ms. Amanda Turner presented this portion of the agenda and reported that there were no expenditures for the month of May. Mr. Rainwater asked for a motion concerning the expenditures. **FORMAL ACTION: Mr. Koritko made the motion to approve the Executive Director's May 2021 Expenditures in the amount of \$0.00; it was seconded by Mr. Nolan. Mr. Rainwater asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

APPROVAL OF FY '21 REVISED BUDGET (action item)

Mr. Rainwater advised the members that they had reviewed the FY '21 Revised Budget during last month's committee meeting. The members were also provided a copy of the FY '21 Revised Budget for their review prior to today's meeting. He asked if there was any discussion; hearing none, he asked for a motion. **FORMAL ACTION: Mr. Koritko made the motion to approve the FY '21 Revised Budget; the motion was seconded by Mr. Nolan. Mr. Rainwater asked if anyone was opposed to the approval of the FY '21 revised budget; hearing no objections, the motion carried unanimously.**

APPROVAL OF PROPOSED FY '22 BUDGET (action item)

Ms. Turner presented this portion of the agenda. The members were provided a copy of the Proposed FY '22 Budget prior to today's meeting. Ms. Turner advised that after May's committee meeting, several changes were made to the proposed FY '22 budget. A couple of contracts were added and these changed the *Revenue and Expenditures* portion. She also noted that the Administration staff had a meeting with the department heads and "tweaked salaries." Mr. Rainwater asked for a motion to approve the proposed FY '22 budget. **FORMAL ACTION: Mr. Nolan made the motion to approve the proposed FY '22 budget; it was seconded by Mr. Koritko. Mr. Rainwater asked if there was any discussion with Mr. Nolan replying, "I like the new format...it's much better." Mr. Rainwater asked if there was any additional discussion; hearing none, he asked if anyone was opposed to the approval of the proposed FY '22 budget. No one voiced any objections and the motion carried unanimously.**

AGING AND DISABILITY RESOURCE CONNECTION (ADRC) ASSISTANT CONTRACT POSITION (action item)

Ms. Emily Rogers presented this portion of the agenda. She noted that the contract was for a person to primarily process referrals for the elderly and disabled in the TRRC 10 county service area. Ms. Rogers explained the various duties that would be performed by the ADRC Assistant and explained that there has been an increase in referrals due to the pandemic in the past year. This contract is for one (1) year beginning August 2021 until June 30, 2022 and it is worth \$28,800. Mr. Rainwater asked for a motion regarding the ADRC Assistant Contract Position. **FORMAL ACTION: Mr. Koritko made the motion to approve the ADRC Assistant Contract Position as amended (at a contract maximum of \$28,800); it was seconded by Mr. Wright. Mr. Rainwater asked if there was any discussion; hearing none, he asked if there were any objections to the motion. No one voiced any objections and the motion carried unanimously.**

RENEWAL OF INDEPENDENT CONTRACTS (action item)

Ms. Rogers presented this portion of the agenda. She noted that this was a renewal of five (5) independent contracts and that the Aging Program staff is requesting renewal of these five (5) contracts with the existing contractors (Ms. Rhonda McDougal at \$25,000; Ms. Alexis Lackey at \$20,000; Ms. Caroline Stinson at \$16,600; Ms. Queen Cato at \$9,360 and Ms. Monique Graves at \$31,200) for one (1) year and the staff will go out to bid after the contracts have expired. **FORMAL ACTION: Mr. Wright made the motion to approve the renewal of the five (5) annual contracts with the existing independent contractors; it was seconded by Mr. Koritko. Mr. Rainwater asked if there was any discussion; hearing none, he asked if there were any objections to the motion. No one voiced any objections and the motion carried unanimously.**

RENEWAL OF 16 SUBCONTRACTOR CONTRACTS (action item)

Ms. Joy Shirley presented this portion of the agenda. She advised the committee that these contracts were the regular renewals for the various senior centers, in-home services, Alzheimer's daycare and legal services. This is the second year of a four-year plan with the contractors, which are renewed annually. These contracts would begin July 1, 2021 and end on June 30, 2022 and there are no material changes in these contracts. Ms. Shirley requested the renewal of the 16 subcontractor contracts and to authorize the Executive Director and Council Chair to sign the FY 2022 contracts. **FORMAL ACTION: Mr. Koritko made the motion to authorize the renewal of the 16 contracts for FY 2022 for senior center programs, In-Home services, Alzheimer's daycare and legal services; it was seconded by Mr. Wright. Mr. Rainwater asked if there was any discussion; hearing none, he asked if there were any objections to the motion. No one voiced any objections and the motion carried unanimously.**

RENEWAL OF BRI CARE CONSULTATION MOU WITH MIDDLE GEORGIA REGIONAL COMMISSION (action item)

Ms. Shirley presented this portion of the agenda. The Aging Program is requesting renewal of the Benjamin Rose Institute (BRI) Consultation MOU with Middle Georgia Regional Commission

for fiscal years 2021 and 2022, ending June 30, 2022; the MOU is for \$4,200. The Care Consultation is a program to provide one on one telephone counseling to caregivers and our Aging Program refers clients to the Middle Georgia region for this service. Ms. Shirley asked the committee to approve the annual BRI Care Consultation MOU with Middle Georgia Regional Commission in the amount of \$4,200 and authorize the Executive Director to execute future Care Consultation annual renewal MOUs as long as there are no changes. **FORMAL ACTION: Mr. Koritko made the motion to approve the annual BRI Care Consultation MOU with Middle Georgia Regional Commission in the amount of \$4,200 and authorize the Executive Director to execute future Care Consultation annual renewal MOUs as long as there are no changes; it was seconded by Mr. Wright. Mr. Rainwater asked if there was any discussion; hearing none, he asked if there were any objections to the motion. No one voiced any objections and the motion carried unanimously.**

REQUEST FOR PROPOSALS – IN-HOME SERVICE PROVIDER UPDATE

Ms. Shirley presented this portion of the agenda and she noted that this is for informational purposes only at this time. She explained that Three Rivers entered into a contract with All Ways Caring on July 1, 2020 to provide in-home services. At that time, All Ways Caring was determined to be the best option after competing in the bid process. All Ways Caring recently requested a rate increase from \$20.50 per hour to \$22.50 per hour; they have indicated that they cannot retain staff at the \$20.50 per hour rate. Ms. Shirley advised All Ways Caring that Three Rivers couldn't legally increase the rate without having to go through the bid process again. The bid process will begin in July and the current contract renewal with All Ways Caring for In-Home Services will be valid for only three (3) months.

APPROVAL OF PROPOSED FY '22 CONTRACT RENEWAL WITH RMS TRANSIT, INC. (action item)

Mr. Tommy Kennedy presented this portion of the agenda. He advised that this contract is renewed on an annual basis, with the FY '22 contract being effective July 1, 2021. Mr. Kennedy reported that the FY '22 contract would revert to "service hours" or an hourly rate; that the agreement with RMS Transit, Inc., will be for \$1,315,300 and subject to GDOT approval. The recommendation is to authorize the Executive Director to negotiate and execute the FY '22 renewal contract with RMS Transit in the amount of \$1,315,300. **FORMAL ACTION: Mr. Nolan made the motion to approve the FY '22 Contract Renewal with RMS Transit, Inc. in the amount of \$1,315,300; it was seconded by Mr. Koritko. Mr. Rainwater asked if there was any discussion with Mr. Nolan asking a question about inflation. After Mr. Kennedy's response, Mr. Rainwater asked if there was any additional discussion; hearing none, he asked if there were any objections to the motion. No one voiced any objections and the motion carried unanimously.**

ONE STOP OPERATOR RECOMMENDATION (action item)

Ms. Stephanie Glenn presented this portion of the agenda. She advised the members that a committee (made up of several TRRC staff members from the different programs) recently met and reviewed the three (3) RFPs that were received for the One Stop Operator. The Georgia Department of Labor (GDOL) was ranked first as the top proposer, based on the established

criteria and is recommended by the staff and the Workforce Board. The recommendation is to approve a contract with the Georgia Department of Labor as the One Stop Operator for the region. The contract maximum is \$111,660 for year one, with two (2) annual renewals. **FORMAL ACTION: Mr. Wright made the motion to approve a contract with the Georgia Department of Labor as the One Stop Operator for the region. The contract maximum is \$111,660 for year one, with two (2) annual renewals. The motion was seconded by Mr. Koritko. Mr. Rainwater asked if there was any discussion; hearing none, he asked if there were any objections to the motion. No one voiced any objections and the motion carried unanimously.**

TALENTSPACE AMENDMENT (action item)

Mr. Danny Mitchell presented this portion of the agenda. He gave a brief history of Talentspace and advised that at last month's meeting, the committee approved the Talentspace contract for one year in the amount of \$18,000. Mr. Mitchell explained that today's request is for an additional year to be funded utilizing the next program year's Sector Partnership funds in order to lock in the pricing and ability to maintain a virtual and hybrid platform across our region for multiple program years. He advised that the staff's recommendation is to approve a two (2) year subscription with the online event platform, Talentspace, in the amount of \$46,000. Mr. Rainwater asked Mr. Mitchell to explain what exactly Talentspace is. After a brief question and answer session, Mr. Rainwater asked for a motion concerning this subject. **FORMAL ACTION: Mr. Koritko made the motion to approve a two (2) year subscription with the online event platform, Talentspace, in the amount of \$46,000; it was seconded by Mr. Wright. Mr. Rainwater asked if there was any further discussion; hearing none, he asked if there were any objections to the motion. No one voiced any objections and the motion carried unanimously.**

CORRECTION WELDING PROGRAM AGREEMENT (action item)

Ms. Glenn presented this portion of the agenda. She gave a brief history of the Correction Welding Program, what correctional facilities participated in this program, etc. The recommendation is to approve West Georgia Technical College's Correction Welding Program contract in the amount of \$140,000 for 20 inmates, subject to availability of additional funds from the state. Ms. Glenn answered several questions from the committee and afterwards, Mr. Rainwater called for a motion concerning this subject. **FORMAL ACTION: Mr. Koritko made the motion to approve West Georgia Technical College's Correction Welding Program contract in the amount of \$140,000 for 20 inmates, subject to availability of additional funds from the state; it was seconded by Mr. Wright. Mr. Rainwater asked if there was any further discussion; hearing none, he asked if there were any objections to the motion. No one voiced any objections and the motion carried unanimously.**

TITLE V PROGRAM DISCUSSION

Mr. Kirk Fjelstul presented this item to the committee and advised that it is for informational purposes at this time. The Department of Aging Services (DAS) notified us late Friday afternoon regarding the fact that they have issued a Level 2 sanction that will be applied to the Title V Program (adult work program). He remarked that this is "pretty serious" and that DAS is looking for additional documentation concerning the Title V Program. DAS wants significant corrective

action for this program. He also added that the Title V Program was previously discussed in the April committee meeting due to the COVID-19 pandemic closing down “host” (or employers’) businesses and the state wanting the workers to receive pay. TRRC staff realized that these payments would affect the in-kind match and asked the state if they would pay this expense. At that time, the state would not confirm any assistance in this matter and in essence could leave TRRC with the liability of these expenses. This sanction does relate to the in-kind issue, if the provided documentation was proper, etc. The Aging Program staff is working to gather the needed documents as quickly as possible in order for Mr. Fjelstul to review them before submittal to the state. Mr. Fjelstul believes that after reviewing the material, a more informed decision can be made concerning the Title V Program. There was a brief question and answer session between Mr. Fjelstul and the committee about this subject.

OTHER BUSINESS

Mr. Rainwater stated that he was looking forward to visiting with Coweta County residents on Saturday night and attending the Alan Jackson “Where I Come From” benefit concert. The concert is to raise money to assist with rebuilding efforts following the EF-4 tornado that devastated Newnan in March.

Mr. Fjelstul advised that the staff’s plan is to return to in person meetings very soon. More information will be provided at a later date.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, August 26, 2021 at 12:30 p.m.; additional meeting details will follow.

ADJOURNMENT

Mr. Rainwater adjourned the meeting after receiving a motion from Mr. Koritko.

Ken Rivers, Chairman
Finance, Audit and Administration Committee