

TO: FINANCE, AUDIT AND ADMINISTRATION COMMITTEE

FROM: MR. KEN RIVERS, CHAIRMAN, FINANCE, AUDIT AND ADMINISTRATION
COMMITTEE
THREE RIVERS REGIONAL COMMISSION

SUBJECT: MINUTES OF SPECIAL CALLED MEETING FOR THE FINANCE, AUDIT AND
ADMINISTRATION COMMITTEE

The Finance, Audit and Administration Committee held a Special Called Meeting at 11:30 a.m. on Friday, August 6, 2021. The meeting was attended by the majority of the committee members in person. Committee Chair Ken Rivers called the meeting to order and welcomed the members. 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. Greg Wright, Non-Public Member, Coweta County
Mr. John Rainwater, Lt. Governor's Appointee

Other (Finance, Audit and Administration Committee Member)

Mr. Dustin Koritko, Council, City of Newnan (attended via Zoom)

Guest

Mr. Drew Whalen, Attorney (attended via Zoom)

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Amanda Turner, Deputy Administrative Services Director
Ms. Jan Perez, Secretary, Administrative Services

Executive Session to Discuss Pending or Threatened Litigation

Committee Chair Rivers asked the members for a motion to enter into Executive Session to discuss pending or threatened litigation. **FORMAL ACTION: Mr. Terry Nolan made the motion to enter into Executive Session. Mr. John Rainwater seconded the motion and the motion carried unanimously. The Executive Session began at 11:35 a.m. and lasted until 12:14 p.m. when the meeting returned to a regular session.**

ADP Payroll Service Authorization (action item)

Mr. Kirk Fjelstul and Ms. Amanda Turner presented this portion of the agenda. They advised the committee that TRRC recently lost key employees in the Administration area due to new employment opportunities. One employee was a payroll specialist and the other was the Human Resources Manager. TRRC staff explored outsourcing the payroll portion and some of the HR duties. Ms. Turner began researching companies and several associates recommended ADP. Both Mr. Fjelstul and Ms. Turner have spoken with ADP representatives and received quotes for services. The quote for Payroll processing only is an annual fee of \$54,109 with a setup fee of \$15,000. During ADP's demonstration, they included an incentive for a combination of HR duties (paperwork for newly hired employees, policies, etc.) and payroll for an annual fee of \$66,889 and waiving their setup fee. Mr. Fjelstul added that this particular deal is "cost effective." It was noted that if we outsource to ADP, any compliance and risk issues would be ADP's responsibility. More discussion centered around how long it took for the staff to process payroll currently, the cost effectiveness of outsourcing, etc. **FORMAL ACTION: Mr. Rainwater made the recommendation that the Finance, Audit and Administration Committee authorize the Executive Director to engage ADP for HR and payroll services and for council to ratify (the recommendation) at the August meeting; it was seconded by Mr. Nolan and carried unanimously.**

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

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

Ken Rivers, Chairman
Finance, Audit and Administration Committee