

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, October 28, 2021 at the Turin Town Hall in Turin, Georgia. 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. Dustin Koritko, Council Member, City of Newnan
Mr. Greg Wright, Non-Public Member, Coweta County
Mr. Norman Allen, Chair, Upson County
Mr. John Rainwater, Lt. Governor's Appointee

Council Members in Attendance

Ms. Kay Pippin, Mayor, City of Jackson
Mr. Lee Boone, Chair, Heard County
Ms. Kathy Knowles, Non-Public Member, Heard County
Mr. Bennie Horton, Commissioner, Lamar County
Mr. Doug Hollberg, Mayor, City of Griffin

Guest

Ms. Corinne Thornton, Office Director of Regional Community Services, Department of Community Affairs

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Amanda Turner, Interim Administrative Services Director
Ms. Jan Perez, Secretary, Administrative Services
Ms. Mandy Nicholson, HR Manager
Ms. Jeannie Brantley, Planning Director
Mr. Paul Jarrell, Planner

Ms. Joy Shirley, AAA Director
Mr. Tommy Kennedy, Transit Program Director
Ms. Stephanie Glenn, Workforce Development Director
Mr. Danny Mitchell, Workforce Business Services Manager

APPROVAL OF AUGUST 26, 2021 MEETING MINUTES (action item)

Committee Chair Rivers asked for a motion to approve the minutes for the August 26, 2021 committee meeting. Mr. John Rainwater made the motion to approve the meeting minutes; it was seconded by Mr. Dustin Koritko and carried unanimously.

APPROVAL OF AGENDA (action item)

Committee Chair Rivers asked for a motion to approve the agenda. Mr. Rainwater made the motion to approve the agenda; it was seconded by Mr. Greg Wright and carried unanimously.

REVIEW OF EXECUTIVE DIRECTOR'S AUGUST AND SEPTEMBER EXPENDITURES (action item)

Ms. Amanda Turner presented this portion of the agenda and reported that for the month of August there were \$742.67 in expenditures for the GMA convention, hotel accommodations, a web cam for the office, and a chamber event. There were no expenditures for the month of September. Committee Chair Rivers asked for a motion concerning the expenditures. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Executive Director's August 2021 expenditure report in the amount of \$742.67 for the GMA convention, hotel accommodations, a web cam for the office, and a chamber event as well as to approve the Executive Director's September 2021 expenditures of which there were none; the motion 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. Mr. Koritko asked about the web cam and was advised that it was a panoramic web cam installed in the downstairs' conference room.**

REVIEW OF JULY FINANCIAL STATEMENTS (action item)

Ms. Turner presented this portion of the agenda as well. The members were given copies of the July financial statements for their review. Ms. Turner went over a few of the expenses and answered questions that the members had. Committee Chair Rivers asked for a motion concerning the July Financial Statements. **FORMAL ACTION: Mr. Wright made the motion to approve the July 2021 Financial Statements; 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.**

SCSEP UPDATE

Ms. Shirley presented this portion of the agenda. This is the Title V Program for employing older Americans. The Finance, Audit and Administration Committee has been receiving updates from the Aging Program over concerns raised with the match during the COVID-19 pandemic. The

Department of Aging Services (DAS) has issued several findings related to documentation and use of financial software in reporting in-kind match. The Aging Program staff has been working with DAS on corrective action plans. The staff will continue to provide updates to the committee until the findings are addressed.

SPALDING COUNTY CSBG CONTRACT AND AMENDMENTS (action item)

Ms. Jeannie Brantley presented this portion of the agenda. She advised that the Planning Department provides grant administrative services for the Spalding County Community Services Block Grant (CSBG). This grant is an allotment that Spalding receives from the Georgia Department of Human Services (DHS). These funds are utilized to provide services to low-to-moderate income Spalding County residents. Ms. Brantley advised that the contract is for FY '22 and that Spalding County will receive \$182,022 in funding. Since TRRC serves as the full administrative staff for this program, TRRC will receive 15% or \$27,300.15 for services rendered. Committee Chair Rivers asked for a motion concerning the contract. **FORMAL ACTION: Mr. Rainwater made the motion to approve the FY '22 contract with Spalding County to administer the Community Services Block Grant (CSBG). TRRC will receive an amount equal to 15% or \$27,300.15 for services rendered. The total grant is \$182,022. The motion was seconded by Mr. Terry Nolan. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

APPROVAL OF AUTHORIZING RESOLUTION FOR THE FY '23 5304 PROJECT APPLICATION (action item)

Ms. Brantley presented this portion of the agenda. This is an annual application for the GDOT 5304 Program, which is due on November 1, 2021; the Planning staff will complete and submit the application. The 5304 Project consists of activities in coordination with the Georgia Transit Authority and the development of Transit Development Plans, which serves as a tool to assess the needs, cost and effectiveness of the transit program for a respective county. Each year, the Planning Department focuses on assisting one (1) county with their transit program; for FY '23, it will be Coweta County. Committee Chair Rivers asked for a motion concerning this application and resolution. **FORMAL ACTION: Mr. Wright made the motion to approve the FY '23 annual Authorizing Resolution for the GDOT 5304 Grant Application and this is for transportation planning. The motion was seconded by Mr. Rainwater. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

APPROVAL OF TRANSIT CONSULTING RENEWAL (action item)

Mr. Tommy Kennedy presented this portion of the agenda. He gave a brief background of the consulting agreement that is currently in place with Whitman Requardt & Associates, LLP. He advised that this is a one (1) year renewal of the consulting agreement with an initial budget of \$10,000. Committee Chair Rivers asked for a motion regarding this agreement. **FORMAL ACTION: Mr. Rainwater made the motion to authorize the execution of an annual option renewal of the On-Call Advisory Consultant Services Agreement with Whitman Requardt & Associates, LLP and authorize an amendment to Task Order 3, which increases the**

amount of the task order by \$10,000; this will allow for staff training and technical assistance. The motion 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.

AUTHORIZATION FOR FILING TRANSIT GRANT APPLICATIONS (action item)

Mr. Kennedy presented this portion of the agenda. He advised the members that TRRC receives several grants (the 5311 Program, GDOT Mobility Management, and DHS) to operate the Transit system. Committee Chair Rivers called for a motion. **FORMAL ACTION: Mr. Koritko made the motion to authorize the FY '23 annual grant applications required for the rural transit system, including GDOT 5311, GDOT Mobility Management, and DHS grants; 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.**

JobsEQ REAL TIME INTELLIGENCE AND DATA SUBSCRIPTION AGREEMENT (action item)

Mr. Danny Mitchell presented this portion of the agenda. He gave a brief description of how this labor market information platform will provide access to current labor data and job posting information. Our partners can utilize this information to understand the labor trends in their areas and the information will also provide a daily “snapshot” of the hiring environment. It was noted that this data is part of our sector partnership budget and is necessary to complete the website redesign. Committee Chair Rivers called for a motion. **FORMAL ACTION: Mr. Koritko made the motion to approve the one (1) year cost for JobEQ data in the amount of \$8,726; 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.**

1210 GREENBELT DRIVE LEASE RENEWAL (action item)

Ms. Stephanie Glenn presented this portion of the agenda. She provided a brief history of when the lease was originally signed (October 15, 2016) and what the monthly dollar amount was at that time. Ms. Glenn advised that the lease has an existing escalation clause of 3% and also provided details of the four (4) year lease renewal. Some discussion focused on the cost of maintenance or repairs and the escalation clause for the next few years. Ms. Kathy Knowles advised that the overall new monthly rental amount is much cheaper than that of the previous Workforce office location. Committee Chair Rivers called for a motion. **FORMAL ACTION: Mr. Koritko made the motion to authorize the Executive Director to negotiate and execute a four (4) year lease renewal for 1210 Greenbelt Drive; it was seconded by Mr. Rainwater. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion carried unanimously.**

EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE REVIEW IN EXECUTIVE SESSION

Committee Chair Rivers asked the members for a motion to enter into Executive Session for the Executive Director's Annual Performance Review. **FORMAL ACTION: Mr. Koritko made the motion to enter into Executive Session; Mr. Rainwater seconded the motion and the motion carried unanimously. The Executive Session began at 1:15 p.m. and lasted until 1:29 p.m.**

Mr. Koritko made the motion to return to the regular session; it was seconded by Mr. Rainwater and the motion carried unanimously.

CYBER-ATTACK UPDATE

Mr. Fjelstul presented this portion of the agenda. He advised the members that this report is for informational purposes only; there is no action required. Staff continues to advise the Finance, Audit and Administration Committee and the Council of the state and progress related to the July cyber-attack.

OTHER BUSINESS

Nothing was mentioned under this portion of the agenda.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, November 18, 2021 at 12:30 p.m.; additional meeting details will follow.

ADJOURNMENT

Committee Chair Rivers adjourned the meeting after receiving a motion from Mr. Koritko.

Ken Rivers, Chairman
Finance, Audit and Administration Committee