

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, December 9, 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. Norman Allen, Chair, Upson County
Mr. John Rainwater, Lt. Governor's Appointee

Council Members in Attendance

None

Guest(s)

None

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Jan Perez, Secretary, Administrative Services
Ms. Joy Shirley, Director, Aging Program

APPROVAL OF NOVEMBER 18, 2021 MEETING MINUTES (action item)

Committee Chair Rivers asked for a motion to approve the minutes for the November 18, 2021 committee meeting. Mr. Terry Nolan made the motion to approve the meeting minutes; it was seconded by Mr. John Rainwater and carried unanimously.

APPROVAL OF AGENDA (action item)

Committee Chair Rivers asked if any subjects needed to be added to the agenda. Mr. Kirk Fjelstul advised that the agenda needed to be amended to move the Executive Session from the bottom to the top of the agenda and that two (2) contracts (Headlight Data Contract and Historic Preservation Division Contract) needed to be added to the agenda as final actions. Committee Chair Rivers asked for a motion to amend the agenda to reflect the changes requested by Mr. Fjelstul. Mr. Rainwater made the motion to approve the agenda as amended; it was seconded by Mr. Nolan and carried unanimously.

EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER(S)

Committee Chair Rivers asked for a motion to enter into Executive Session. **FORMAL ACTION: Mr. Rainwater made the motion to enter into Executive Session; it was seconded by Mr. Nolan and carried unanimously. The Executive Session began at 12:33 p.m. and lasted until 12:51 p.m. Mr. Rainwater made the motion to return to the regular session; it was seconded by Mr. Nolan and the motion carried unanimously.**

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

Committee Chair Rivers advised the members that Mr. Fjelstul had expenditures in the amount of \$25.00 (for a chamber event) for the month of November. He then asked for a motion concerning the November expenditures. **FORMAL ACTION: Mr. Nolan made the motion to approve the Executive Director's November 2021 expenditures in the amount of \$25 for a chamber event; 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.**

DRAFT AUDIT UPDATE

Mr. Fjelstul advised the committee that the six (6) month extension was secured and that the staff was working with the auditors to get the information to them as quickly as possible.

APPROVAL OF PROPOSED 2022 MEETING SCHEDULE (COMMITTEES AND COUNCIL) (action item)

Ms. Jan Perez presented this portion of the agenda. She advised the committee that the proposed 2022 meeting schedule is the same format that has been used in previous years. She asked the members to consider approving the Proposed 2022 Meeting Schedule. Committee Chair Rivers asked for a motion concerning the meeting schedule. **FORMAL ACTION: Mr. Dustin Koritko**

made the motion to approve the 2022 Meeting Schedule; it was seconded by Mr. Nolan and carried unanimously.

EXPANDING ACCESS TO COVID 19 VACCINES COORDINATOR POSITION (action item)

Ms. Joy Shirley presented this portion of the agenda. She advised the committee that the Aging Program has received funding from the state to serve senior citizens and their caregivers in regards to fighting COVID-19. The funding will be used in various aspects concerning COVID-19 such as providing credible information about COVID, identifying the individuals that need assistance getting the vaccine, help with scheduling appointments to get the vaccines, arranging transportation to the appointments etc. Mr. Fjelstul reminded the members that since the council will not meet in December, this is a final action of the committee as delegated from the council. Committee Chair Rivers asked for a motion concerning this item. **FORMAL ACTION: Mr. Rainwater made the motion to approve the Coordinator Contract to Expand Access to COVID-19 Vaccines, through September 2022 in the amount of \$36,000; it was seconded by Mr. Nolan and carried unanimously.**

CYBER-ATTACK UPDATE

Mr. Fjelstul presented this portion of the agenda. He reported that the staff has been reviewing emails and that much progress has been made. A multi-step authentication process for staff logins is scheduled to be in place by mid-January. The staff is also participating in cyber training sessions.

APPROVAL OF HEADLIGHT DATA CONTRACT (action item)

Mr. Fjelstul advised the committee that this is a final action of the committee as delegated from the council since the council will not meet in December. He reminded the members that this item was recommended by the committee in November. Committee Chair Rivers asked for a motion concerning this contract. **FORMAL ACTION: Mr. Rainwater made the motion to approve the one (1) year cost for website subscription renewal and onetime cost for website development of \$35,000; the motion was seconded by Mr. Nolan and carried unanimously.**

APPROVAL OF FY '22 HISTORIC PRESERVATION PLANNING CONTRACT BETWEEN DCA AND TRRC (action item)

Mr. Fjelstul advised the committee that this is a final action of the committee as delegated from the council since the council will not meet in December. He reminded the members that this item was recommended by the committee in November. Committee Chair Rivers asked for a motion concerning the contract. **FORMAL ACTION: Mr. Norman Allen made the motion to approve the FY '22 Historic Preservation Planning Contract between DCA and TRRC in the amount of \$4,090.90; it was seconded by Mr. Rainwater and the motion carried unanimously.**

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, January 27, 2022 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