

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, February 24, 2022 at the Turin Town Hall in Turin, Georgia. Mr. John Rainwater presided over the meeting due in lieu of Committee Chair Ken Rivers. Mr. Rainwater 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. Terry Nolan, Non-Public Member, Butts County  
Mr. Dustin Koritko, Council Member, City of Newnan  
Mr. Greg Wright, Non-Public Member, Coweta County  
Mr. John Rainwater, Lt. Governor's Appointee  
Mr. Norman Allen, Chair, Upson County

Council Members in Attendance

Ms. Shirley Marchman, Council Member, City of Villa Rica  
Mr. Cecil McDaniel, Council Member, City of Barnesville  
Mr. Doug Hollberg, Mayor, City of Griffin  
Ms. Adrienne Shales, Non-Public Member, Upson County

Guests in Attendance

Mr. Mike Beatty, Managing Partner, The Beatty Team  
Ms. Corinne Thornton, Office Director of Regional Community Services, Department of Community Affairs

Staff Present

Mr. Kirk Fjelstul, Executive Director  
Ms. Angela Jackson, Administrative Services Director  
Ms. Mandy Nicholson, HR Manager  
Ms. Jan Perez, Secretary, Administrative Services  
Ms. Emily Rogers, Deputy AAA Director  
Ms. Jeannie Brantley, Planning Director  
Mr. Paul Jarrell, Planner

Mr. Brandon Lounsbury, Economic Development Specialist  
Ms. Stephanie Wagner, Planner  
Mr. Tommy Kennedy, Transit Program Director  
Ms. Stephanie Glenn, Workforce Development Director  
Ms. Stephanie Matthews, Deputy Workforce Development Director

#### APPROVAL OF THE JANUARY 27, 2022 MINUTES (action item)

Mr. Rainwater asked for a motion to approve the January 27, 2022 meeting minutes. Mr. Dustin Koritko made the motion to approve the January 27, 2022 meeting minutes; it was seconded by Mr. Terry Nolan and carried unanimously.

#### APPROVAL OF AGENDA (action item)

Mr. Rainwater asked for a motion to approve the agenda. Mr. Koritko made the motion to approve the agenda; it was seconded by Mr. Nolan and carried unanimously.

#### REVIEW OF EXECUTIVE DIRECTOR'S JANUARY EXPENDITURES (action item)

Mr. Rainwater advised the committee that Mr. Kirk Fjelstul's January expenditures were for \$25.00 for a chamber event; he then asked for a motion to approve the expenditures. **FORMAL ACTION: Mr. Koritko made the motion to approve the Executive Director's January 2022 expenditures in the amount of \$25 for a chamber event; it was seconded by Mr. Nolan and carried unanimously.**

#### DRAFT AUDIT UPDATE

Ms. Angela Jackson presented this portion of the agenda. She advised the members that TRRC did receive an extension from the state and the audit is now due by June 30, 2022. Ms. Jackson is in contact with the auditors and providing the information that they request. It is anticipated that a draft audit will be ready in the upcoming weeks so that it can be given to the committee for their review.

#### RESOLUTION FOR AGING AREA PLAN (action item)

Ms. Emily Rogers presented this portion of the agenda. She reported that the Aging Area Plan is an annual item and that we are currently in the third (3<sup>rd</sup>) year of a four (4) year plan. This plan must be submitted to the state before March 1, 2022. The committee previously received a copy of the Letter of Intent and Standard Assurances for their review. Mr. Rainwater asked for a motion concerning the Resolution for Aging Area Plan. **FORMAL ACTION: Mr. Nolan made the motion to approve the Area Plan and further recommended approval of the Resolution, Letter of Intent, and Standard Assurances; Mr. Greg Wright seconded the motion and it carried unanimously.**

#### UPDATE OF RFPs FOR WORKFORCE PROGRAMS YOUTH AND CAREER SERVICES

Ms. Stephanie Matthews presented this portion of the agenda. The Three Rivers Workforce Development Board (TRWDB) received a proposal from West Georgia Technical College (WGTC) for Career Services as well as proposals from WGTC, In the Door, and Moving Spirits Foundation

for Youth Services. The Workforce staff conducted an in-house review of all proposals with WGTC receiving good scores; it was noted that the Workforce staff was in a negotiation period with WGTC concerning both proposals. It was also noted that final determinations must be decided now after the TRWDB Executive Committee meeting earlier today, where it was approved. Ms. Matthews stated that this was now an action item and a vote was needed from the Finance, Audit and Administration Committee. There was several minutes of discussion concerning the contracts and the services that WGTC would provide. This prompted Mr. Koritko to ask about the amendment of the agenda to reflect that these items are now an action item. Mr. Rainwater and Mr. Fjelstul both concurred with Mr. Koritko's statement. **FORMAL ACTION: Mr. Koritko made the motion to amend the agenda to reflect the addition of the Approval of Joint Youth and Career Services Contracts as action items; it was seconded by Mr. Nolan and the motion carried unanimously. Mr. Rainwater asked for a motion to approve the funding for the Youth and Career Services contracts. Mr. Nolan made the motion to approve the funding for the Youth and Career Services contracts; it was seconded by Mr. Koritko and the motion carried unanimously. (The Youth Services contract is for \$304,062 to serve 100 youth participants. The Career Services contract is worth \$297,005 to serve 150 WGTC participants.)**

#### YOUTH GRANT INTER-AGENCY TRANSFER (action item)

Ms. Stephanie Glenn presented this portion of the agenda. She explained that Workforce receives a youth grant on an annual basis and that federal requirements ensure that performance and satisfactory use of the funds; not meeting these requirements can result in a monitoring finding and a higher risk rating for the local Workforce Program. There is also the possibility of sanctions that can be applied by the Office of Workforce Development (OWD) and implemented for poor performance. The staff recommends that a transfer of funds to Cobb County and Northwest Georgia RC in order to minimize the Workforce Program's risk and ensure that performance is met for the current youth grant which ends on June 30, 2022. There were several minutes of discussion concerning the transfer of funds. **FORMAL ACTION: Mr. Koritko made the motion to approve the Youth Grant Inter-Agency Transfer in the amount of \$359,241; it was seconded by Mr. Nolan and carried unanimously.**

#### UPDATE ON 5307 TRANSIT FUNDING

Mr. Tommy Kennedy presented this portion of the agenda. He advised the committee that TRRC's Transit Program operates under a 5311 Rural Transit grant that is administered by GDOT. There is another funding program for areas with a more dense population; this is the 5307 program. When counties grow in population, there is a transition from only the 5311 funding to a combination of 5311 and 5307 funding. The recent Census indicates that the counties of Coweta, Spalding, and Carroll have grown and should receive funding from a combination of the 5311 and 5307 programs. Mr. Kennedy advised that meetings have been conducted with Coweta, Spalding, and Carroll to update the officials on these matters and to begin planning for 5307 funding.

#### APPROVAL OF TRANSIT CONSULTING TASK ORDER #4 (action item)

Mr. Kennedy presented this portion of the agenda. He gave the members a brief history of the work with the transit consulting firm, Whitman Requardt & Associates. The Transit Consulting Task Order #4 is worth \$69,600 and includes developing a realistic plan for the transition of some Transit service to 5307 funding; assist with grant applications and grant adjustments; analyze the Transit reserve and develop a plan for utilizing these funds to support and enhance the Transit

Program; as well as training, support and technical assistance. **FORMAL ACTION: Mr. Koritko made the motion to approve the Transit Consulting Task Order #4 with Whitman Requardt & Associates, LLP, with the budget of \$69,600; the motion was seconded by Mr. Nolan and it carried unanimously.**

#### APPROVAL OF TRANSIT REQUEST FOR ADDITIONAL GDOT FUNDING (action item)

Mr. Kennedy presented this portion of the agenda. He advised that GDOT allows TRRC to request supplemental funds to cover unexpected increases in costs and adjustments to grant applications; we are currently experiencing both of those situations. Mr. Kennedy explained that TRRC has a contract with RMS Transit to provide transit services in the region utilizing an hourly service rate. The rate can be adjusted if fuel or labor costs increase by 20%; labor costs have increased and fuel costs have increased by almost 50%. Ridership has not returned to pre-pandemic levels, which has in turn reduced our funds for local matching. Since the pandemic is the reason that the ridership is still low, TRRC may be able to receive some CARES funds to offset the decline.

**FORMAL ACTION: Mr. Koritko made the motion to authorize the Executive Director to request supplemental funds and CARES funds from GDOT for fiscal year 2022; the motion was seconded by Mr. Nolan and carried unanimously.**

#### APPROVAL TO NEGOTIATE RMS TRANSIT CONTRACT AMENDMENT (action item)

Mr. Kennedy presented this final Transit item on today's agenda to the committee. He explained that the Transit Program is requesting authorization to negotiate a contract amendment with RMS Transit for FY 2022. The funds are needed to cover higher costs of fuel, drivers' pay, and inflation. The committee members discussed this matter for several minutes before Mr. Rainwater called for the vote. **FORMAL ACTION: Mr. Koritko made the motion to authorize the Executive Director to negotiate a rate increase contract amendment with RMS Transit for FY 2022; it was seconded by Mr. Nolan and carried unanimously.**

#### EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE REVIEW (action item)

Mr. Rainwater presented this portion of the agenda. He advised the members that this topic has been discussed during the past few committee meetings. The Report of Accomplishments has been previously shared with the committee and they were encouraged to submit additional information if they desired; this report is also included in the members' meeting packets. Mr. Koritko asked if this needed to be in Executive Session and was advised that it could be, but Mr. Rainwater stated that the committee would not be going into detail on the report; the committee is only asked to accept the Report of Accomplishments. **FORMAL ACTION: Mr. Nolan made the motion to accept the Report of Accomplishments; it was seconded by Mr. Koritko and carried unanimously.**

#### RANSOMWARE ATTACK UPDATE

Mr. Fjelstul presented this portion of the agenda. He gave a brief history of the ransomware attack and of the progress that is being made with regard to this matter.

## OTHER BUSINESS

Mr. Fjelstul reported that mediation (for the Transit litigation) is being scheduled in the next few weeks.

## DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, March 24, 2022 at 12:30 p.m.; additional meeting details will follow.

## ADJOURNMENT

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

---

Ken Rivers, Chairman  
Finance, Audit and Administration Committee