



Jim Thornton, Chairman
Kirk R. Fjelstul, Executive Director

Counties Served: Butts, Carroll, Coweta, Heard, Lamar,
Meriwether, Pike, Spalding, Troup and Upson

TO: FINANCE, AUDIT AND ADMINISTRATION COMMITTEE

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

SUBJECT: MINUTES OF FINANCE, AUDIT AND ADMINISTRATION COMMITTEE MEETING

The Finance, Audit and Administration Committee held a meeting at 1:00 p.m. on Thursday, July 26, 2018 at the Turin Town Hall in Turin, Georgia.

WELCOME, CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Committee Chair Ken Rivers welcomed the attendees and called the meeting to order and gave the invocation; afterwards, Committee Chair Rivers led the committee members in reciting the Pledge of Allegiance.

Finance, Audit and Administration Committee Members in Attendance

Mr. Ken Rivers, Commissioner, Butts County
Mr. Bobby Blalock, Mayor, City of Zebulon
Mr. Jim Thornton, Mayor, City of LaGrange
Mr. John Rainwater, Lt. Governor's Appointee

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Peggi Tingle, Administrative Services Director
Ms. Amanda Turner, Deputy Administrative Services Director
Ms. Joy Shirley, Director, Area Agency on Aging
Ms. Jeannie Brantley, Planning Director
Ms. Stephanie Matthews, Youth Services Manager, Workforce
Ms. Jan Perez, Secretary

APPROVAL OF THE JUNE 28, 2018 MINUTES (action item)

Mr. Jim Thornton made the motion to approve the June 28, 2018 meeting minutes; it was seconded by Mr. John Rainwater and carried unanimously by the other committee members.

APPROVAL OF AGENDA

Committee Chair Rivers advised the members that the topic "Policy Discussion" needed to be included on the agenda; it was placed on the agenda under "Other Business." Mr. Thornton made the motion to approve the amended agenda as presented; it was seconded by Mr. Bobby Blalock and carried unanimously.

MAY FINANCIAL REPORTS

Ms. Peggi Tingle presented this portion of the agenda. The members received the May financial reports several days in advance for their review. The members reviewed the document, but did not have any questions for Ms. Tingle.

INDEPENDENT AUDIT PROCESS

Ms. Tingle introduced the Warren Averett auditors that review Three Rivers RC's financial records and asked them to explain the process to the committee members. Mr. Billy Minch, Engagement Partner and Mr. Jimmie Warren, Engagement Manager, addressed the members. Mr. Minch explained that the auditing team would visit the TRRC offices beginning October 22; the auditors should have a draft of the audit completed before Thanksgiving. Mr. Warren gave a brief overview of areas that are closely monitored. He mentioned that a "high risk" program is Community Care Services Program (CCSP) since it is associated with Medicare. Both auditors discussed fraud as a topic; their concern is "intentional" fraud and not accidental mistakes or errors. Mr. Minch encouraged the committee to contact them if they suspect intentional fraud. He stated that it is a "good thing" to ask questions and have "two sets of eyes" on every item. It was also noted that the new Workforce grant placed TRRC in "high risk" category due to having a new executive director and the vacancy left by the former Workforce executive director. Warren Averett has worked with TRRC for the past few years, but each year, the auditing staff rotates so that there are "fresh eyes" to review the material and perform the audit. A committee member asked about intentional fraud with Mr. Minch's response being that the auditing team would contact the established point of contact, speak with that person first before filing any official report.

HISTORICAL BUDGET COMPARISONS

Mr. Kirk Fjelstul presented this portion of the agenda. The committee members received a copy of several charts that depict the revenue generated by the programs.

Aging – from \$5.3 million to \$6.1 million
Workforce – from \$2.5 million to \$4.8 million
Transportation – from \$2.7 million to \$3.1 million
Planning – from \$452,000 to \$322,000

It was noted that the dues increased three percent (3%) from \$491,000 to \$506,000; dues are assessed by jurisdiction at one dollar (\$1) per capita and based on data provided by the Census Bureau.

GEORGIA CARES VOLUNTEER POLICY

Ms. Joy Shirley presented this portion of the agenda. The members received a copy of the proposed GeorgiaCares Volunteer Policy for their review. This policy was based on another agency's plan, but tailored specifically to our organization's needs. The members are tasked with reviewing the document and making a recommendation at the August meeting.

AMENDMENT #1 TO FY 19 DHS AGING CONTRACT (action item)

Ms. Shirley presented this portion of the agenda as well. This amendment is a part of the contract that was previously approved in April. Mr. Thornton mentioned that a resolution from the Finance, Audit and Administration Committee recommending approval of the document to the full council. A few

additional comments were made regarding the funds increase that is provided by this amendment. Ms. Shirley advised the committee that the Aging staff can transfer funds to other programs where there is a need and that money is being distributed throughout the region. Mr. Rainwater made the motion to accept the increase; it was seconded by Mr. Bobby Blalock and carried unanimously.

DISCUSSION OF SUPERIOR PLASTICS CONTRACT (action item)

Ms. Stephanie Matthews presented this portion of the agenda. A recent fire destroyed the Superior Plastics plant in Carrollton. The Workforce Development program has been tasked with providing soft skills training classes to keep the employees engaged while the plant is being rebuilt. Superior also wants to keep their employees from being recruited during this period by other comparative companies. Approval is needed for the \$168,900 in funds for the training classes. Superior Plastics is not paying for any of the training at this time; Ms. Matthews will talk to Superior about funding for the training. Ms. Tingle advised the committee that funds are in budget for this item. The Carrollton area has rallied around the company with the intent to keep the business in the area. Mr. Thornton made the motion to recommend approval to the council at the August meeting; it was seconded by Mr. Rainwater and carried unanimously. Committee Chair Rivers suggested that the subject of council's approval to the Finance, Audit and Administration Committee for rapid response programs be placed on the agenda for the upcoming TRRC council meeting.

DISCUSSION OF OCCUPATIONAL SKILLS TRAINING – NON- ITA

Ms. Matthews presented this portion of the agenda as well. The Occupational Skills Training program is a ten (10) day program for Troup County that will target youths aged 16 – 24; this program will teach soft skills. It is possible that the youth participants could have entry-level jobs at the conclusion of the program. The Workforce Development staff would like to begin the program in September 2018 with twenty-five (25) participants in the initial class; the cost would be \$50,000. This program can be recommended at the August meeting. Ms. Matthews was commended for the "great job" that she is doing in leading the Workforce Development program at this time; Ms. Matthews is second in charge since the interim director is on maternity leave at this time.

OTHER BUSINESS

Nothing was mentioned under this portion of the agenda.

POLICY DISCUSSION

Mr. Fjelstul presented this portion of the agenda. Three Rivers Regional Commission (TRCC) recently received the Department of Community Affairs (DCA) Performance Audit Checklist; new items have been added to the document and Mr. Fjelstul wanted to advise the committee that there may be some repeat findings on the upcoming state audit. Under Learning and Growth, the Planning staff must have thirty (30) hours of training and these can include internal training sessions. Council members are now included in a new measure that has been added to the checklist. The state wants regional commissions to adopt a travel policy; it was noted that the Travel Policy has been adopted (April) and it became effective July 1st. The Fund Balance Policy is also a new item where a written fund balance is now required. Some discussion ensued about what period would be used in arriving at the fund balance. Mr. Fjelstul also indicated that a yearly Executive Director Performance Review is a requirement; TRRC's bylaws do state that a yearly review will be conducted. A review is needed by the end of this calendar year and is to be repeated on a

yearly basis. Committee Chair Rivers asked that this subject be placed on the next Finance, Audit and Administration Committee agenda; he also advised that a new committee be appointed for the task (regarding the Executive Director Performance Review) each September.

DATE AND LOCATION OF NEXT MEETING

The next meeting of the Finance, Audit and Administration Committee is scheduled for Thursday, August 23, 2018 at 12:30 p.m. at the Turin Town Hall.

ADJOURNMENT

Mr. Blalock made the motion to adjourn the meeting; it was seconded by Mr. Rainwater and carried unanimously by the other committee members.

Ken Rivers, Chairman
Finance, Audit and Administration Committee