

TO: COUNCIL, THREE RIVERS REGIONAL COMMISSION

FROM: MS. FAYE PERDUE, SECRETARY, THREE RIVERS REGIONAL COUNCIL

SUBJECT: MINUTES OF MEETING HELD AUGUST 23, 2018

The Regional Council of the Three Rivers Regional Commission held its meeting at 2:00 p.m. on Thursday, August 23, 2018 at the Sharpsburg Town Hall in Sharpsburg, Georgia.

WELCOME, CALL TO ORDER, INVOCATION AND PLEDGE OF ALLEGIANCE

Chairman Jim Thornton welcomed the attendees and called the meeting to order. He then asked Mr. Curtis Brown, Jr., to give the invocation; afterwards Chairman Thornton led the members in reciting the Pledge of Allegiance.

Regional Council Members in Attendance

Mr. Ken Rivers, Commissioner, Butts County  
Ms. Kay Pippin, Mayor, City of Jackson  
Ms. Donna Armstrong-Lackey, Non-Public Member, Carroll County  
Mr. Dustin Koritko, Council Member, City of Newnan  
Mr. Greg Wright, Non-Public Member, Coweta County  
Mr. Lee Boone, Chairman, Heard County  
Ms. Kathy Knowles, Non-Public Member, Heard County  
Mr. Bennie Horton, Commissioner, Lamar County  
Mr. Peter Banks, Mayor, City of Barnesville  
Mr. Alfred "Buster" McCoy, Chairman, Meriwether County  
Ms. Charlene Glover, Mayor, City of Greenville  
Mr. Briar Johnson, Chairman, Pike County  
Mr. Bobby Blalock, Mayor, City of Zebulon  
Mr. Raymond Ray, Chairman, Spalding County  
Mr. Douglas Hollberg, Chairman, City of Griffin  
Mr. Charles Jones, Non-Public Member, Spalding County  
Mr. Richard English, Jr., Commissioner, Troup County  
Mr. Jim Thornton, Mayor, City of LaGrange  
Mr. Curtis Brown, Jr., Non-Public Member, Troup County  
Mr. Norman Allen, Chairman, Upson County  
Mr. J. D. Stallings, Mayor, City of Thomaston  
Mr. John Rainwater, Lt. Governor's Appointee

### Regional Council Members Absent

Mr. Marty Smith, Chairman, Carroll County  
Ms. Shirley Marchman, Council Member, City of Villa Rica  
Mr. Tim Lassetter, Commissioner, Coweta County  
Mr. Denney Rogers, Mayor, City of Ephesus  
Mr. Irvin Trice, Non-Public Member, Lamar County  
Ms. Faye Perdue, Non-Public Member, Meriwether County  
Mr. Fred Roney, Non-Public Member, Pike County  
Ms. Sallie Barker, Non-Public Member, Upson County  
Mr. John Edwards, Governor's Appointee

### Staff Present

Mr. Kirk Fjelstul, Executive Director  
Ms. Peggi Tingle, Administrative Services Director  
Ms. Jeannie Brantley, Planning Director  
Mr. Paul Jarrell, Planner  
Ms. Joy Shirley, Director, Area Agency on Aging  
Ms. Emily Rogers, Program Manager, Area Agency on Aging  
Ms. Hope Blakely, HR Generalist  
Ms. Pavielle Ludlow, Transit Manager  
Ms. Stephanie Matthews, Workforce Youth Services Manager  
Ms. Jan Perez, Secretary

### APPROVAL OF AGENDA (action item)

Chairman Thornton asked the members to review and approve the agenda. Mr. Dustin Koritko made the motion that the council approve the agenda; it was seconded by Mr. Peter Banks and carried unanimously.

### APPROVAL OF MINUTES – JUNE 28, 2018 (action item)

Chairman Thornton asked the members for a motion to approve the June 28, 2018 meeting minutes. Mr. Koritko made the motion that the council approve the June 28, 2018 meeting minutes; it was seconded by Ms. Donna Armstrong-Lackey and carried unanimously.

### CHAIRMAN'S REPORT

Chairman Thornton advised the members that Mr. Steve Stripling was replaced by Mr. Greg Wright as Coweta County's non-public member. Mr. Stripling served on the Planning and Projects Committee; Mr. Wright is willing to serve on the Planning and Projects Committee as well as the Finance, Audit and Administration Committee. **FORMAL ACTION: Mr. Banks made the motion to appoint Mr. Wright to the Planning and Projects Committee and the Finance, Audit and Administration Committee; it was seconded by Ms. Armstrong-Lackey and carried unanimously.** Chairman Thornton welcomed Mr. Wright to the council and thanked him for agreeing to serve on both committees.

## PRESENTATIONS/DELEGATIONS

It was noted that a presentation would be made under the Executive Director's Report.

## EXECUTIVE DIRECTOR'S REPORT

### Strategic Plan and Retreat

Mr. Kirk Fjelstul advised the members that the Planning and Projects Committee had a facilitated discussion regarding a draft Mission Statement and a draft Vision Statement. The members should receive these statements and will be asked to provide feedback on these items; the staff has also received these statements and have been asked to provide comments as well. All comments will be given to the Planning and Projects Committee for their review with the final revisions coming before the full council for their approval.

A "save the date" flyer was forwarded to the council as a reminder of the December 5-6, 2018 council retreat; the event will be held at the Great Wolf Lodge in LaGrange. The council should expect calls regarding their commitment to attend the retreat. Mr. Fjelstul advised the members that the flyer contained several of the topics that will be discussed at the retreat and should serve as a baseline for the retreat's agenda.

### Department of Community Affairs (DCA) Compliance Summary

A copy of the DCA's Compliance Summary checklist was included in each member's meeting packet. Mr. Fjelstul advised the members that the Finance, Audit and Administration Committee is working on several items that appear on the checklist's second page such as the state's travel policy, which has been adopted; the written fund balance policy and the executive director's review which needs to be performed on an annual basis. These subjects will be brought before the council again in the future.

### Caregiver's Conference

Mr. Fjelstul recently attended the Caregiver's Conference that was hosted by the Three Rivers Area Agency on Aging (TRAAA) and he asked Ms. Joy Shirley and Ms. Emily Rogers to present this portion of the agenda. Ms. Shirley and Ms. Rogers shared that the event was held on June 21<sup>st</sup> at the Coweta County Fairgrounds and that 280 participants attended this gathering with 41 vendors also participating. They also shared that Georgia had the 11<sup>th</sup> fastest growing elderly population. The presentation also revealed that 10,000 baby boomers a day turn 65 years of age as well as the fact that there are 50 million family caregivers in the United States. TRAAA is collaborating with the Rosalynn Carter Institute for Caregiving for the purposes of education, support, resources and advocacy. Ms. Rogers noted that no state or federal money was used for this conference; the vendors contributed \$5,000 for bags, tablecloths, meals, etc.; \$1,000 was used and the remainder of the money will be used for future conferences. At the end of the presentation, the council gave Ms. Shirley and Ms. Rogers a round of applause with Chairman Thornton thanking them for their report.

## COMMITTEE REPORTS

### **Finance, Audit and Administration Committee**

Chairman Thornton advised the members that the Finance, Audit and Administration Committee Chair Ken Rivers would present this portion of the report.

August 23, 2018 Meeting:

#### June Financial Reports

Committee Chair Rivers advised the council that the Finance, Audit and Administration Committee reviewed the June Financial Reports and everything was in order.

#### Three Rivers Regional Commission Fund Balance Policy (action item)

Committee Chair Rivers mentioned that the Fund Balance Policy was on the DCA checklist and it was an audit finding; the state auditors found that a policy needed to be in place regarding the fund balance. He read the policy to the council and advised them that the Finance, Audit and Administration Committee's recommendation is to approve the Fund Balance Policy. Chairman Thornton asked if there was any discussion and there was none. **FORMAL ACTION: He proceeded with the vote; the council voted unanimously to adopt the TRRC Fund Balance Policy.**

#### GeorgiaCares Volunteer Policy (action item)

Committee Chair Rivers commented that the GeorgiaCares Volunteer Policy is a "code of conduct" that is given to the volunteers with the Aging Program. The Finance, Audit and Administration Committee recommends approval of the policy. Chairman Thornton asked if there was any discussion and there was none. **FORMAL ACTION: He proceeded with the vote; the council voted unanimously to adopt the GeorgiaCares Volunteer Policy.**

#### Occupational Skills Training – Non-ITA (action item)

Committee Chair Rivers noted that the Finance, Audit and Administration Committee discussed the Occupational Skills Training – Non-ITA program. He advised the council that this is a pilot program that Ms. Stephanie Matthews "has championed." This program is geared towards training 25 youths (in Troup County) to provide them with basic manufacturing knowledge as well as to assist employers with finding candidates for entry-level positions. Committee Chair Rivers reminded the council that Workforce Development had money that was being returned since the youth program was not being fully utilized. He commended Ms. Matthews for finding ways to use the money to benefit the youth by providing training and skills. He advised the council that the Finance, Audit and Administration Committee recommended approval of the Occupational Skills Training - Non-ITA program. Chairman Thornton asked if there was any discussion and there was none. **FORMAL ACTION: Chairman Thornton proceeded with the vote; the council voted unanimously to approve the Occupational Skills Training – Non-ITA program.**

### Southern Crescent Technical College (SCTC) Welding Program Extension (action item)

Committee Chair Rivers stated that the SCTC Welding Program is currently offered to inmates at the Spalding County Correctional Institute. This program is providing training and valuable job skills to help inmates once they are released from jail. The Finance, Audit and Administration Committee is recommending approval of this program extension. Chairman Thornton asked if there was any discussion or comments; Mr. Raymond Ray noted that this is “a very successful program so far and it would be universally accepted if we do a good job with it.” **FORMAL ACTION: Chairman Thornton proceeded with the vote; the majority of the council voted to approve the program extension with one member (Mr. Rainwater, who is also a SCTC board member) abstaining from the vote. It was noted that there were no opposing votes.**

### Executive Director Review Process

Committee Chair Rivers explained that the Executive Director Review Process was also an audit finding. Reviews need to be completed on an annual basis in accordance with state law. The Finance, Audit and Administration Committee has been tasked with putting a review process in place; their format is one that has the executive director submitting a report of accomplishments to the committee. This report will address the following subjects:

Management of budget and finance  
Management of staff  
Work program implementation  
Contributions to community and regional improvement  
Contributions to the commission’s image

The committee discussed the process today during their earlier meeting. Committee Chair Rivers advised everyone that at a future date, the committee will ask for the full council’s input for the report. Once the report has been formed, the Finance, Audit and Administration Committee will report back to the full council, in executive session, for later adoption by the full council; this process should be completed before December 31<sup>st</sup>. Chairman Thornton advised the council that no action was required; this was for information only at this point. He then asked if anyone had any questions or comments; hearing none, he asked Committee Chair Rivers to proceed with his report.

July 26, 2018 Meeting:

### May Financial Reports

Committee Chair Rivers advised the members that the committee reviewed the May Financial Reports and found nothing abnormal.

### Historical Budget Comparisons

Committee Chair Rivers reported that the Historical Budget Comparisons were a presentation from Mr. Fjelstul that showed a trend in the budget. This presentation was only for informational purposes.

Amendment #1 to FY 19 DHS Aging Contract (action item)

Ms. Peggi Tingle advised the council that the Department of Human Services (DHS) requires that all Aging Programs submit their budgets in December or January; DHS then issues an allocation. In July, when the Amendment #1 arrives, this is the true allocation for the Aging Programs. This particular amendment provided an increase (\$719,000) which will be used for more meals and other in-home services. The Finance, Audit and Administration Committee recommended approval of Amendment #1 to FY 19 DHS Aging Contract. Chairman Thornton asked if there was any discussion and there was none. **FORMAL ACTION: He proceeded with the vote; the council voted unanimously to approve the Amendment #1 to FY 19 DHS Aging Contract.**

Superior Plastics Contract (action item)

Committee Chair Rivers reported that the Superior Plastics Contract is a special program that was initiated due to a fire that destroyed Carrollton's Superior Plastics plant. Superior's employees are receiving soft skills training while the plant is being built in the Carrollton area. He credited Ms. Matthews with getting the program started. Mr. Fjelstul noted that the training program was also a retention tool to keep Superior's employees from being recruited by other companies. Ms. Armstrong-Lacked added that sixty (60) of the one hundred (100) employees are participating in this training program and it is hoped that the new building will be ready in January. The committee recommended that the Superior Plastics Contract be approved. **FORMAL ACTION: Chairman Thornton asked if there was any discussion; hearing none, he proceeded with the vote. The council unanimously voted to approve the Superior Plastics Contract.**

Planning and Projects Committee

Chairman Thornton advised the members that the Planning and Projects Committee Chair Briar Johnson would present this portion of the report. Committee Chair Johnson mentioned that the items for the Planning and Projects Committee meeting today were for informational purposes only.

August 23, 2018 Meeting:

Regional Plan Discussion

Committee Chair Johnson reported that the Planning and Projects Committee discussed the Regional Plan that is due on June 30, 2019. The Regional Plan meeting schedule has been updated from the schedule that was listed in the committees' and council's packets. He advised the members that four (4) counties need to submit an additional person's name to be stakeholders to attend meetings along with the Planning and Projects Committee members about the plan. The counties are as follows:

Heard	Meriwether
Pike	Troup

GDOT Transit Asset Management Plan

Committee Chair Johnson explained that the Georgia Department of Transportation (GDOT) expects a transit van's "life" expectancy to be a minimum of five (5) years and at a maximum of seven (7) years. Our transit buses last for five (5) years.

July 26, 2018 Meeting:

### Regional Plan Orientation

Committee Chair Johnson stated that he was not present for the July 26<sup>th</sup> Planning and Projects Committee meeting. Ms. Jeannie Brantley reported that the staff advised the committee members of the Regional Plan's process with the plan's submittal on June 30, 2019. Mr. Fjelstul added that the goal was to combine the Regional Plan along with Comprehensive Economic Development Strategy and use the product as a guidebook for the region. This will identify regional priorities that can be promoted and be used to obtain an identity for the region. The staff also discussed changing the name (Regional Plan) to something more dynamic.

### Workforce Board

Ms. Armstrong-Lackey presented this portion of the agenda. She reported that the board had a "very robust two (2) hour meeting" this morning. The board approved several contracts including the Eligible Provider Training Programming with Central Georgia Technical College and the one for FAKS Allied Health Center. The board also reviewed targets and caseloads, with the caseloads being described as "robust."

She also reported that the board and the executive director discussed amending the Workforce Development agreement as it relates to the roles and responsibilities of the Workforce board in relation to the regional commission. TRRC serves as the fiscal agent and grant administrator for Workforce Development but there are questions regarding job title and job description of the Workforce Development's Director as it relates to TRRC's Executive Director. The board has appointed a subcommittee to review this matter. The subcommittee will work with Mr. Fjelstul on a recommendation to be presented to the Workforce Board; this information will also be reported to the TRRC council. Mr. Fjelstul added that the Roles and Responsibilities Agreement was adopted by the Chief Elected Official and TRRC last summer. While recruiting for the Workforce Development Director, a review of the agreement revealed that the hiring and firing responsibilities were given to the Workforce board along with the title being changed from "Director" to "Executive Director." Clarity is needed in order to proceed with recruitment purposes since we need to move forward with filling the Workforce Development's top position.

### Old Business

Nothing was presented during this portion of the agenda.

### New Business

Nothing was presented during this portion of the agenda.

### Other Business

Nothing was presented during this portion of the agenda.

### Good of the Order

Ms. Armstrong-Lackey announced that the DCA Commissioner is the guest speaker Carroll County Chamber of Commerce membership breakfast meeting on August 30, 2018. She encouraged everyone to attend and asked that they contact her regarding their attendance.

Mr. Bennie Horton invited the members to attend the Barnesville Buggy Days on September 21-23, 2018. Mr. Horton and his band will perform on September 20, 2018 from 5 p.m. – 7 p.m. at Deraney's Two City Tavern in downtown Barnesville.

Mr. Charles Jones announced that Mr. Banks recently celebrated his birthday; the council members hope that he enjoyed his special day.

Mr. Bobby Blalock mentioned that he would like to have all elected officials, both state and federal, to attend one (1) council meeting during the year. Chairman Thornton advised that a representative was attending from a senator's office to which Mr. Blalock responded, "I want to see the real McCoy" to the delight of the other members.

Ms. Kay Pippin mentioned that a new state conference center is opening in Indian Springs State Park. The ribbon cutting ceremony will be held in a few weeks. The center will accommodate 500 individuals at one time; it will have several rooms for various activities as well as a deck overlooking the lake.

### Date and Location of Next Meeting

Chairman Thornton announced that the next meeting would be October 25, 2018. The meeting location is the Turin Town Hall and the meeting time is 2:00 p.m.

### Adjournment

Chairman Thornton adjourned the meeting after receiving a motion from Mr. Rivers and a second from Ms. Armstrong-Lackey.

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Faye Perdue, Secretary