

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, January 24, 2019 at the Turin Town Hall in Turin, Georgia. Committee Chair Ken Rivers welcomed the attendees and asked Mr. Bobby Blalock to give the invocation. Afterwards, Committee Chair Rivers led the committee members in reciting the Pledge of Allegiance.

The committee did not have enough members in attendance to have a quorum and conduct business; Committee Chair Ken Rivers advised the members that they would only discuss the items on the agenda.

Finance, Audit and Administration Committee Members in Attendance

Mr. Ken Rivers, Commissioner, Butts County
Mr. Bobby Blalock, Mayor, City of Zebulon
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. Hope Blakely, HR Generalist
Ms. Joy Shirley, Director, Area Agency on Aging
Ms. Emily Rogers, Program Manager, Area Agency on Aging
Ms. Pavielle Ludlow, Transit Program Manager
Ms. Stephanie Glenn, Interim Director, Workforce
Ms. Stephanie Matthews, Youth Services Manager, Workforce
Ms. Jan Perez, Secretary

APPROVAL OF THE NOVEMBER 29, 2018 MINUTES (action item)

The committee could not conduct business due to lack of a quorum.

APPROVAL OF AGENDA (action item)

The committee could not conduct business due to lack of a quorum.

FY'16 AND FY'17 RURAL PUBLIC TRANSPORTATION AUDIT

The members were given a copy of the GDOT audit for their perusal. Mr. Kirk Fjelstul shared some background about this matter by advising the committee that this audit is not a "typical audit" and was the result of "substantial criticism that GDOT received from the Federal Transit Administration about their (GDOT's) administration of the program." The audit began in August 2017 and was scheduled to last thirty days. The audit was not completed until December 2018. A disagreement in the interpretation of federal regulations on what is "allowable" or "unallowable" is the reason for the current situation. The GDOT audit was released a few days before the completion of the TRRC financial audit. Due to the timing, TRRC requested an extension from the state for submitting the independent single audit from the state. The extension has been granted with a required submittal date of June 30. GDOT originally wanted TRRC's response in twenty (20) days, but Mr. Fjelstul was able to receive an extension until January 31, 2019 in order to submit the response. An independent consultant was hired in December to review the information, meet with the staff and discuss all aspects of the GDOT audit. GDOT's audit reflects that TRRC should submit \$735,000 to them (GDOT) for fiscal years 2016 and 2017; if fiscal years 2018 and 2019 were also included, the amount would exceed \$1.2 million. According to Mr. Fjelstul, the first two (2) years "would wipe out our reserves and the next two (2) years would have implications for our operations." Mr. Fjelstul advised the members that in February, they may receive a staff recommendation to end the service. Committee Chair Rivers added that he has been made aware of difficulties that TRRC has experienced in working with GDOT, among them, contracts being sent several months after the effective date; a transportation provider not being paid for six (6) months and still expected to provide services; and the fact that TRRC has had to pay the transportation provider after securing written notification that GDOT would reimburse TRRC for payments to the transportation provider.

After a few more comments and questions from members, Committee Chair Rivers asked that the conversation be terminated so that the committee could discuss other items on today's agenda.

NOVEMBER FINANCIALS AND BUDGET COMPARISON

Ms. Pegg Tingle presented this portion of the agenda. She advised that the numbers were in line with the schedule, but that the telecommunications line item was underestimated. The members would like a line included as to what percentage of the year has elapsed at the time of the financial report. Some members asked a few questions with Ms. Tingle providing answers and a follow up with additional information as needed. It was noted that "more money going out means more money coming in" by Committee Chair Rivers. He then asked the committee "what would our suggestion be (for this topic) at the next committee meeting?" Mr. John Rainwater made the suggestion that the November financials be accepted as presented; there was no objection to this suggestion.

CODE OF CONDUCT AND CONFLICT OF INTEREST POLICY

Ms. Tingle presented this item on the agenda. TRRC utilizes an *Employee Disclosure Form* but the staff was told that a written policy was needed as well. This is in actuality a Code of Conduct that prohibits "shady" dealings with local governments, establishes open meetings in accordance with the Sunshine Law, etc., and it applies to the staff as well as the council members. The committee was asked to read the policy; Mr. Fjelstul wants a clearer policy to present to the committee next month, so adjustments will be made to what the committee was given today.

RESOLUTION FOR AGING AREA PLAN (action item)

Ms. Joy Shirley presented this portion of the agenda. She advised the committee that an update to the Aging Area Plan is completed on an annual basis and a new plan is due every four (4) years; this is the fourth (4th) year of the cycle. The Aging staff is currently finalizing the updates to the plan's objectives. The plan has to be submitted to the state by March 1, 2019. Ms. Shirley advised the members that a letter of intent to enter into contract with the Department of Human Services (DHS) is also a part of this process and that at the February meeting, the plan and the letters will be available for review. At that time, the staff will recommend that the Aging Area Plan be approved; there is no action today due to lack of a quorum.

CONFIDENTIALITY AGREEMENT FOR AGING PROGRAM

Ms. Emily Rogers presented this item on the agenda. Anthem Insurance (Blue Cross/Blue Shield) has contracted with PCHP and is now interested in collaborating with the Aging Program concerning older clients (with Anthem BC/BS insurance) that are at higher risk to be hospitalized again. The Aging Program will be provided with a list of clients that have been hospitalized and may be readmitted in the near future due to their life style choices (regarding diet, taking their medicine as needed, etc.) or other issues. They (Anthem Insurance) will pay the Aging Program (\$327 per client per session) for a case worker to visit with the clients to determine what assistance or services the person needs to keep them from being readmitted to the hospital; the case manager will "follow" the clients for thirty (30) days or up to three (3) months depending on the client's needs. The program is tentatively scheduled to begin in March; the Aging staff is currently undergoing training and the Confidentiality Agreement was required to be signed in order for the staff to receive the training. Committee Chair Rivers asked if any committee member had any objection to approving this Confidentiality Agreement; there was none. He established a three (3) month follow up on this particular agenda item.

OCCUPATIONAL SKILLS TRAINING – NON-ITA PROGRAM

Ms. Stephanie Matthews presented this item on the agenda. This program has been offered before in Troup County with good success. It was a two (2) week training program with twenty-five (25) participants enrolled. The participants received employability skills along with a certificate of completion. The Workforce staff would like to offer this program again in Carroll, Coweta and Troup counties with twenty-five (25) participants per each county; it would remain a two (2) week training that would offer OSHA 30, forklift safety training, work etiquette and employability skills training. The cost is \$2,000 per participant (75 participants for a total of \$150,000). There were no objections to the training program.

FY'18 DCA PERFORMANCE AUDIT

Mr. Fjelstul presented this item on the agenda. The members were given a copy of the FY'18 DCA Performance Audit for their review. It was noted that TRRC is scheduled to be audited by the state again this year and a different scoring system is now in place. The Finance, Audit and Administration Committee has worked and resolved several of the issues (state travel policy, written fund balance policy, executive director's review, etc.) that were listed in the audit. The scorecard reflects that TRRC has met five (5) of the targets and has moved to the middle of the pack with regard to the other regional commissions. Mr. Fjelstul advised the committee that a survey is sent to the local governments for their input on TRRC; several governments did not respond to the survey. He encouraged the members to contact the TRRC staff once they received the survey; TRRC will advise the other council members that the survey is

available and ask that everyone complete it. The TRRC staff has a “Get the Red Out” project (with a completion date of April 1, 2019) to eliminate any findings that were found during a previous state’s audit. The members were given a spreadsheet that details these findings and the corrective action the staff is taking to eliminate the possibility of repeat findings. The committee was told that they will see some items again if “yes” is listed under the council meeting column (of the spreadsheet). One of the items that was listed concerns the frequency of meetings and the inability of some members not attending the meetings.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, February 28, 2019 at 12:30 p.m.; the meeting location will be Turin Town Hall.

Committee Chair Rivers took a moment to thank the staff for the jobs that they are doing and advised that the council members need to increase their promotion within their communities of TRRC and its programs.

ADJOURNMENT

Committee Chair Rivers adjourned the meeting.

Ken Rivers, Chairman
Finance, Audit and Administration Committee