

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, October 25, 2018 at the Turin Town Hall in Turin, Georgia.

The committee did not have enough members in attendance to have a quorum and conduct business; the meeting was not called to order. 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. Jim Thornton, Mayor, City of LaGrange  
Mr. Greg Wright, Non-public Member, City of Newnan

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. Pavielle Ludlow, Transit Program Manager  
Ms. Stephanie Glenn, Interim Director, Workforce  
Ms. Jan Perez, Secretary

APPROVAL OF THE AUGUST 23, 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.

## JULY FINANCIAL REPORTS

Committee Chair Rivers encouraged the members to review the financial reports and ask any questions that they may have. A comment concerned the Fund Balance (that was approved at the previous meeting) and the fact that the financial reports did not contain this item. Mr. Kirk Fjelstul advised the members that the Accounting staff has not received all of the contract revenues prior to this meeting and that is the reason that it was not included on this set of reports; the Fund Balance should be listed on the financial reports for the November committee meeting. Questions were asked regarding the Fund Balance; it was determined that the committee would discuss this matter at the next Finance, Audit and Administration Committee meeting.

## BANK ACCOUNT AND RECONCILIATION POLICY AND DRAWDOWN POLICY AND PROCEDURES REVIEW (action item)

Ms. Peggi Tingle advised the members that the Workforce Development auditors stated that they would like to see the Bank Account and Reconciliation as well as the Drawdown policies in writing; the Accounting staff has complied with their request. Mr. Greg Wright questioned which members were on the list to sign checks since the policies did not specify. This prompted a discussion about the policy having to be revised whenever new members were asked to be check signatories. The members requested that “as designated by the board” be included in the wording of the policies.

## FY 20 TRRC TRANSIT SERVICES REQUEST FOR PROPOSALS (RFP) (action item)

Ms. Pavielle Ludlow gave a brief overview of the Transit Services Request for Proposals (RFP). A request for proposals is done every five (5) years and FY 20 is the sixth (6<sup>th</sup>) year. Currently, Transition Commute Solutions is the transportation provider for the area, with Coweta County having a different contract for trips sanctioned under the Georgia Department of Transportation (GDOT); these are the Section 5311 trips. It was noted that there is an one (1) year option to renew a contract with the transportation provider if they are not performing up to standards specified in the agreement. A new list of requirements are being included in the documents received from GDOT and from the Georgia Department of Human Services (DHS); Ms. Ludlow is reviewing this information as it is received. She advised the committee that several employers throughout the region have increased their employees’ hourly wages while she is dealing with a limited funding base and cannot increase drivers’ salaries or expect to retain qualified drivers. Mr. Fjelstul concluded, “there will be more demand for trips, higher proposals, but no additional funding.” He thanked Ms. Ludlow for her hard work while adding that she was working on transportation issues while dealing with the GDOT audit that has been ongoing for eighteen months.

## FY 20 5311 GRANT APPLICATION (action item)

Ms. Ludlow mentioned that the Section 5311 program is the public trip system and there are additional requirements included in the grant application this year than in the past. She has to explain the ten (10) county DHS region as well as the seven (7) county 5311 region in the application; GDOT has not provided any guidance on how to proceed with this explanation. Committee Chair Rivers verified that council’s approval is needed in order for Ms. Ludlow to proceed with the grant application and submittal.

## AMENDMENT TO WORKFORCE BOARD ROLES AND RESPONSIBILITIES MOU (action item)

Mr. Fjelstul advised the members that the current Workforce Board Roles and Responsibilities

Memorandum of Understanding (MOU) has been in effect since 2017. The MOU needs to be amended to reflect that the Workforce executive director should now be called "director" and the hire/terminate responsibility revert to the Three Rivers RC executive director instead of the Workforce Board since the Workforce director is a TRRC employee. The Workforce Board will also have the opportunity to review the job qualifications of any prospective applicant for the director position and meet with the job candidates as well. The Workforce Board worked with Mr. Fjelstul to make the amendment to the MOU; the TRRC council must approve this agreement.

#### CITY OF MILNER OJT CONTRACT (action item)

Ms. Stephanie Glenn spoke of the City of Milner OJT Contract and the city's potential hiring of a secretary and an additional employee to their Public Works department; the city currently has one (1) employee in the Public Works department and one (1) employee conducting administrative duties. It was noted that the salaries for these positions are in line with other areas and there is money in the budget for this contract; the total value of the contract is \$14,220. The TRRC council must approve this contract as well.

#### INDUSTRY ESSENTIALS PROGRAM (action item)

Ms. Glenn advised the committee that the Industry Essentials Program is geared to youth between the ages of 18-24. Spalding County wants this program in their area and Southern Crescent Technical College would provide the occupational skills training. The total cost of the program is \$45,000; this equals to \$3,000 each for the fifteen (15) program participants. This contract must be approved by the TRRC council.

#### CORRECTIONAL FORKLIFT TRAINING PROGRAM (action item)

Ms. Glenn advised the members that the Spalding County Correctional Institute has had great success with the current welding program and wanted to branch out into another program. The Correctional Forklift Training Program would last 2-3 days and provide forklift skills for fifty (50) inmates. At the end of the training period, the participants will be issued a Forklift Safety and Certification card that is valid for three (3) years. The cost of the contract is \$15,000; this equals to \$300 each for the fifty (50) participants. This contract must be approved by the TRRC council.

#### MILLIKEN CONTRACT EXTENSION (action item)

Ms. Glenn's last item was the extension of the Milliken contract. The contract (originally worth \$67,509.22) began in February 2017 with Milliken training employees on new equipment. The company initially used \$31,923.11 on this training and they are now requesting a contract extension to continue this training. No other funding is requested since money is still available under the current contract; Milliken is requesting that the contract be extended until December 31, 2019. This contract must also be approved by the TRRC council.

#### EXECUTIVE DIRECTOR ANNUAL REVIEW IN EXECUTIVE SESSION

Committee Chair Rivers asked the staff to leave the room in order for the members to talk with Mr. Fjelstul about his Report of Accomplishments.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, November 29, 2018 at 12:30 p.m.; the meeting location will be Turin Town Hall.

ADJOURNMENT

There was no adjournment since the meeting was not called to order.

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Ken Rivers, Chairman  
Finance, Audit and Administration Committee