

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, November 29, 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, called the meeting to order and asked Mr. Dustin Koritko to give 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. Dustin Koritko, Council Member, City of Newnan
Mr. Bobby Blalock, Mayor, City of Zebulon
Mr. John Rainwater, Lt. Governor's Appointee
Mr. Greg Wright, Non-public member, Coweta County

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Peggi Tingle, Administrative Services Director
Ms. Amanda Turner, Deputy Administrative Services Director
Ms. Jeannie Brantley, Planning Director
Ms. Hope Blakely, HR Generalist
Ms. Stephanie Glenn, Interim Director, Workforce
Ms. Stephanie Matthews, Youth Services Manager, Workforce
Ms. Jan Perez, Secretary

APPROVAL OF THE AUGUST 23, 2018 MINUTES (action item)

Mr. John Rainwater made the motion to approve the August 23, 2018 meeting minutes; it was seconded by Mr. Dustin Koritko and carried unanimously by the other committee members.

APPROVAL OF AGENDA (action item)

Mr. Greg Wright made the motion to approve the agenda; it was seconded by Mr. Koritko and carried unanimously by the other committee members.

MONTHLY FINANCIAL REPORTS

Ms. Peggy Tingle presented this portion of the agenda. The members received the financial reports for the months of August and September. Ms. Tingle advised the committee that there was nothing out of the ordinary and that a fund balance target was added to the September Net Assets page. The members reviewed the August and September financial reports and asked several questions with Ms. Tingle providing the answers. **FORMAL ACTION: While this was not an action item, Mr. Rainwater made the motion to approve the financial reports as presented; it was seconded by Mr. Koritko and carried unanimously.**

FUND BALANCE DISCUSSION

Ms. Tingle presented this portion of the agenda as well. She explained the Fund Balance to the committee and her methodology results and advised the members that the Fund Balance (\$840,000) has been reached; the Fund Balance will go up and down throughout the year due to revenue and expenses on a monthly basis. Mr. Rainwater asked Ms. Tingle to test the Fund Balance versus the last several months. There was some discussion about the wording of the Fund Balance policy as well as testing it. Committee Chair Rivers advised the members that this is a new process and that it needs to be discussed further at the next committee meeting.

DRAFT FY 18 INDEPENDENT AUDIT PRESENTATION

Ms. Jennifer Williams, auditor with Warren Averett, presented this portion of the agenda. Ms. Williams gave a brief overview of the draft audit and added that the audit received an “unmodified or unqualified opinion” (clean) again this year. She advised the members that “recertification of eligibility for participants in the Senior Community Service Employment Program” did present a potential finding since necessary documentation was sent in after the compliance deadline; recertification for this program is required on a yearly basis. The documentation was sent to the auditors as well and the Three Rivers RC (TRRC) staff is waiting to see if this paperwork will resolve the matter. It was noted that a review of audits from previous years did reflect that this happened once before and was partially cleared at that time. It was reiterated that this is not a financial matter. Ms. Joy Shirley assured the members that corrective action (a check list) is in place to prevent this from happening in the future. Committee Chair Rivers asked for corrective action to be placed on the next committee meeting’s agenda. **FORMAL ACTION: Mr. Rainwater made the motion to accept the draft version of the audit as discussed; it was seconded by Mr. Bobby Blalock. Committee Chair Rivers asked if there was any discussion; hearing none, he called for the vote and the motion was carried unanimously.**

UPDATING ATTENDANCE AND LEAVE POLICY (action item)

Ms. Hope Blakely presented the portion of the agenda. She explained that “Flex time” was added to the list of work schedules. The Flex time schedule is a flexible hours schedule that will alter an employee’s workday start and finish times and it will consist of working five (5) days a week, eight (8) hours a day

with the core working hours being between 10:00 a.m. – 3:00 p.m.; the Telecommute schedule will enable employees to work from an alternate worksite one (1) day a week; and the Compressed schedule will have employees working ten (10) hour days, four (4) days with one (1) set day off. Mr. Fjelstul noted that not everyone could participate in the alternative work schedule and that employees must sign a contract in order to join in this endeavor; Ms. Blakely noted that these are separate and distinct work schedules and cannot be interchangeable. Concerning the Telecommute schedule, the employees must use their own equipment. After a brief question and answer session, Committee Chair Rivers asked for a motion regarding the Updating Attendance and Leave Policy. **FORMAL ACTION: Mr. Greg Wright made the motion to accept the Update of the Attendance and Leave Policy; it was seconded by Mr. Rainwater and carried unanimously.**

APPROVAL OF AUTHORIZING RESOLUTION FOR THE FY20 5304 PROJECT APPLICATION (action item)

Ms. Jeannie Brantley presented this portion of the agenda. She advised the members that the 5304 is a Transit Planning Program and that the application is completed on a yearly basis. The resolution needs to be approved by the full council in order to authorize the executive director to enter into contract with the Georgia Department of Transportation (GDOT) for these particular funds. The TRRC Planning staff is currently working on a transit development plan for Pike County and Upson County; this particular 5304 Project Application will make it possible for the Planning staff to update the Coweta County's transit development plan. **FORMAL ACTION: Committee Chair Rivers called for a motion to approve the Authorizing Resolution. Mr. Koritko made the motion to approve the Authorizing Resolution for the FY20 5304 Project Application; it was seconded by Mr. Wright and carried unanimously.**

BUSINESS SERVICES CONTRACT APPROVAL PROCESS (action item)

Ms. Stephanie Glenn presented this portion of the agenda. She advised the committee that she is asking the council to approve a budget line item for business services contracts to be approved and implemented in a timelier manner. The Workforce Board previously has discussed that the Business Services programs were not as successful as they could be. The program contracts must be approved by both the Workforce Board and TRRC Council before the programs can begin; the time that elapses between the board and council meetings can delay the programs and lessen the potential employers' enthusiasm. With this process, the Business Services Manager and Workforce Director will use the budget line item to execute contracts for business services throughout the program year; the Workforce Board and TRRC Council will receive an update/summary at each meeting. Other Workforce offices (throughout the state) currently utilize this process. Mr. Fjelstul wanted clarification regarding which individuals would approve the contracts; he stated that "on the Workforce side, the Workforce Director would approve and for the TRRC Council, it would be the TRRC Executive Director." Ms. Glenn concurred with his statement. Ms. Stephanie Matthews also added that if the funds were exhausted in the budget line item, the Workforce Board and the TRRC Council would be asked for approval to move funds before any further action was taken. **FORMAL ACTION: Committee Chair Rivers called for a motion to approve the Business Services Contract Approval Process. Mr. Blalock made the motion to approve the Business Services Contract Approval Process; it was seconded by Mr. Wright and carried unanimously.**

EXECUTIVE DIRECTOR ANNUAL REVIEW (action item)

Committee Chair Rivers presented this portion of the agenda. He reminded the committee that Mr. Fjelstul presented his list of accomplishments to the committee and the full council. Committee Chair

Rivers asked the full council to submit any comments to him that they may have regarding the list of accomplishments; he did not receive any. The committee asked Mr. Fjelstul to add some items to the list of accomplishments, which he did. The committee issued the following statement:

The Finance, Audit, and Administration Committee finds the Director's Report of Accomplishments to be adequate. The Director has made strides in keeping policies up to date in all departments. We find the path and future direction of the Director to be in line with the goals of the committee.

FORMAL ACTION: Committee Chair Rivers asked for a motion to accept the Executive Director's report of accomplishments. Mr. Wright made the motion to accept the Executive Director's report of accomplishments; it was seconded by Mr. Koritko and carried unanimously.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, January 24, 2018 at 12:30 p.m.; the meeting location will be Turin Town Hall.

ADJOURNMENT

Committee Chair Rivers adjourned the meeting after receiving a motion from Mr. Koritko.

Ken Rivers, Chairman
Finance, Audit and Administration Committee