

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, August 23, 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 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. Dustin Koritko, Council Member, City of Newnan
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. Jeannie Brantley, Planning Director
Ms. Cymone Haiju, Planner
Ms. Kim Dutton, Planner
Mr. Paul Jarrell, Planner
Ms. Hope Blakely, HR Generalist
Ms. Pavielle Ludlow, Transit Program Manager
Ms. Stephanie Matthews, Youth Services Manager, Workforce
Ms. Jan Perez, Secretary

APPROVAL OF THE JULY 26, 2018 MINUTES (action item)

Mr. John Rainwater made the motion to approve the July 26, 2018 meeting minutes; it was seconded by Mr. Jim Thornton and carried unanimously by the other committee members.

APPROVAL OF AGENDA (action item)

Mr. Rainwater made the motion to approve the agenda as presented; it was seconded by Mr. Thornton and carried unanimously by the other members of the committee.

JUNE FINANCIAL REPORTS

Ms. Peggi Tingle presented this portion of the agenda. The members were given copies of the June Financial Report for their review. After several minutes of review, the committee did not have any questions for Ms. Tingle.

THREE RIVERS REGIONAL COMMISSION FUND BALANCE POLICY (action item)

Ms. Tingle presented this portion of the agenda. Committee Chair Rivers advised the members that this particular item was discussed at the July committee meeting. A written Fund Balance Policy is a new requirement that is included under the Department of Community Affairs (DCA) Performance Audit Checklist and an item that needs to be adopted by Three Rivers Regional Commission (TRRC). The members received a copy of the proposed Fund Balance Policy, which states that the target minimum fund balance for TRRC will be at a minimum of two (2) months of average operating costs based on the past fiscal year. **FORMAL ACTION: Mr. Rainwater made the motion to accept the Fund Balance Policy; it was seconded by Mr. Thornton and carried unanimously by the other members of the committee.** Mr. Rainwater asked if the two (2) months average was tested as a reasonably attainable number. Ms. Tingle responded that the TRRC auditor, Mr. Billy Minch of Warren Averett, has stated in the past that “we are in good shape and that it is always at least two months or more” as the fund balance. Committee Chair Rivers asked if the fund balance can be added as a line item on the financial reports; the accounting staff will accommodate Committee Chair Rivers’ request. It was also mentioned that the state was questioning if the uniform charter of accounts was adopted. Ms. Tingle received correspondence from the state auditors that clarified that the state was questioning if the uniform charter of accounts had been implemented. The uniform charter of accounts process began in 2010 with the process being “tweaked” and currently in use by all regional commissions.

GEORGIA CARES VOLUNTEER POLICY (action item)

Ms. Joy Shirley presented this portion of the agenda. The GeorgiaCares Volunteer Policy was brought before the committee during the July meeting. The federal government is requiring that a volunteer policy be in place to ensure that volunteers have a safe work environment; the policy is considered a code of conduct. **FORMAL ACTION: Mr. Rainwater made the motion that the policy be accepted; it was seconded by Mr. Thornton and carried unanimously by the other members of the committee.**

OCCUPATIONAL SKILLS TRAINING – NON-ITA (action item)

Ms. Stephanie Matthews presented this portion of the agenda. The Occupational Skills Training would be based in Troup County and would utilize youth funding for the Workforce program; the program would

be available for twenty-five (25) youth participants and could assist employers with finding individuals for entry-level positions. This is a pilot program that could possibly be implemented across the region. Ms. Matthews presented this information at July's committee meeting and advised the committee that the Workforce Board approved this program during their meeting earlier today. **FORMAL ACTION: Mr. Thornton made the motion to approve the contract; it was seconded by Mr. Rainwater and carried unanimously by the other committee members.**

SOUTHERN CRESCENT TECHNICAL COLLEGE WELDING PROGRAM EXTENSION (action item)

Ms. Matthews presented this portion of the agenda. She advised the committee that a Workforce program was in place to teach welding skills to inmates at the Spalding County Correctional Institution. Southern Crescent Technical College (SCTC) instructors currently teach the welding skills to inmates and this is an extension (that would begin in September) to allow ten (10) additional individuals to receive this training; the cost would be \$92,500. Mr. Rainwater advised the committee that he served on the SCTC board and that he would abstain from voting on this item. Committee Chair Rivers asked if this program was offered at any of the other county correctional institutions in the region. Carroll County had a welding program that ended in January and Ms. Matthews thought that this program could be offered in other areas in the region. Committee Chair Rivers remarked that he thought the Butts County area could use a program like this. Mr. Bobby Blalock asked if other programs were offered; only the welding program is offered at this time with hopes that other programs can be added to the curriculum. **FORMAL ACTION: Mr. Blalock made the motion to approve this item; it was seconded by Mr. Thornton. It was noted that one (1) member abstained from voting; the majority of the committee voted to approve this measure.**

EXECUTIVE DIRECTOR REVIEW PROCESS

Mr. Kirk Fjelstul presented this portion of the agenda. He advised the members that the Executive Director Review Process is an audit issue; this topic is listed on the DCA Performance Audit Checklist as well as the review being required by state law. Mr. Fjelstul has contacted various regional commissions in the state about their process to determine how they are completed. He presented a draft of a review process proposal for the members' perusal. The proposal states that the executive director would submit a "Report of Accomplishments" which will include the following topics:

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

Mr. Fjelstul advised the members that this is not an action item at the present time. This is being presented in order to have the members begin to look at the process, to get feedback from everyone, etc. The committee reviewed the proposed process, asked several questions with Committee Chair Rivers announcing that feedback is needed from the entire council as well. Mr. Dustin Koritko added that the proposal "looks good."

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee discussed meeting dates and determined that they would meet on Tuesday, October 2, 2018 at 2:00 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