

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, May 26, 2022 at the Turin Town Hall in Turin, Georgia. Committee Chair Ken Rivers welcomed the members and called the meeting to order. he meeting to order and welcomed the members. The roll call was taken and the following individuals attended:

Finance, Audit and Administration Committee Members in Attendance

Mr. Ken Rivers, Commissioner, Butts County
Mr. Terry Nolan, Non-Public Member, Butts County
Mr. Dustin Koritko, Council Member, City of Newnan
Mr. Greg Wright, Non-Public Member, Coweta County
Mr. Doug Hollberg, Mayor, City of Griffin
Mr. Curtis Brown, Jr., Non-Public Member, Troup County

Council Members in Attendance

Mr. Lee Boone, Chair, Heard County
Ms. Kathy Knowles, Non-Public Member, Heard County
Ms. Gwen Flowers-Taylor, Commissioner, Spalding County

Guests in Attendance

Mr. Curtis Brown, III, guest of Mr. Curtis Brown, Jr.
Ms. Sage Brown, guest of Mr. Curtis Brown, Jr.
Ms. Victoria Koritko, guest of Mr. Dustin Koritko

Staff Present

Mr. Kirk Fjelstul, Executive Director
Ms. Angela Jackson, Administrative Services Director
Ms. Mandy Nicholson, HR Manager
Ms. Jan Perez, Secretary, Administrative Services
Ms. Jeannie Brantley, Planning Director
Mr. Paul Jarrell, Planner
Ms. Stephanie Wagner, Planner

Mr. Brandon Lounsbury, Economic Development Specialist
Mr. Tommy Kennedy, Transit Program Director
Ms. Stephanie Glenn, Workforce Development Director

APPROVAL OF THE APRIL 28, 2022 MINUTES (action item)

Committee Chair Rivers asked for a motion to approve the April 28, 2022 meeting minutes. Mr. Doug Hollberg made the motion to approve the April 28, 2022 meeting minutes; it was seconded by Mr. Greg Wright and carried unanimously.

APPROVAL OF AGENDA (action item)

Committee Chair Rivers asked for a motion to approve the agenda. Mr. Wright made the motion to approve the agenda; it was seconded by Mr. Terry Nolan and carried unanimously.

REVIEW OF EXECUTIVE DIRECTOR'S APRIL EXPENDITURES (action item)

Committee Chair Rivers advised the committee that Mr. Kirk Fjelstul had expenditures in the amount of \$35 for April 2022. He asked for a motion concerning the expenditures. **FORMAL ACTION: Mr. Nolan made the motion to approve the Executive Director's April 2022 expenditures report for \$35 expense for a chamber event; it was seconded by Mr. Wright and carried unanimously.**

FY '22 and FY '23 BUDGETS UPDATE

Mr. Fjelstul presented this portion of the agenda. He advised the Finance, Audit and Administration Committee that the information for the budgets was late and that we would have the information at the June committee meeting.

HEALTH INSURANCE (final action)

Mr. Fjelstul presented this portion of the agenda. He explained that the information was brought before the Finance, Audit and Administration Committee last month and that the committee recommended approval; however, we did not have a quorum for the April council meeting and a vote on this item could not be taken. The Finance Committee must take its recommendation and turn it into a final action. **FORMAL ACTION: Mr. Koritko made the motion that the Finance Committee turn its recommendation into final action as follows: Authorize renewal of the employee health plan with CIGNA, which represents a 4% increase to the organization; it was seconded by Mr. Nolan and carried unanimously.**

AUTHORIZE COUNTY TRANSIT CONTRACT RENEWALS FOR FY '23 (final action)

Mr. Tommy Kennedy presented this portion of the agenda. He advised the members that this topic was brought before the committee last month and the committee recommended approval of certain FY '23 transit contract renewals; however, there was not a quorum at the April council meeting. The Finance, Audit and Administration Committee will need to turn its recommendation into final action. **FORMAL ACTION: Mr. Koritko made the motion to authorize the Executive Director to negotiate, update and renew transit contracts with counties and partners for FY '23 as follows:**

- 5311 Transit County contracts with Butts, Lamar, Meriwether, Pike and Upson.
- 5311 and 5307 Transit County contracts with Carroll, Spalding and the City of Griffin.
- DHS contracts with Carroll County Training Center, Coweta County, Heard County and Troup County.
- Agreement with Coweta County to assist in administering the Coweta 5311 Transit Program.

FORMAL ACTION continued: Mr. Nolan seconded the motion and it carried unanimously.

TRANSIT UPDATE

Mr. Kennedy presented this portion of the agenda. He advised that this update was for informational purposes. He reported that the FY '22 Georgia Department of Transportation (GDOT) supplemental request has been approved and that this will provide \$125,000 in additional funding for this year. The GDOT FY '23 grant application has also been approved. The total amount is \$2,241,000 with \$1,026,500 in required matching funds, which comes from Department of Human Services (DHS) trips and local contributions. DHS has indicated that they will increase the rates for FY '23 from \$13.40 to \$20.00 per trip. TRRC's Transit staff is preparing to conduct a performance review of RMS Transit, our Third Party Operator (TPO); the staff's goal is to have this completed in June 2022. The review will assess compliance with the performance measures outlined in the RFP (Request for Proposals) and contract. It was noted that the contract with RMS Transit is up for renewal effective July 1, 2022. Mr. Kennedy expects to bring an action item to the Finance, Audit and Administration Committee and TRRC Council in June, which will authorize the negotiation and execution of a contract amendment with RMS for FY '23.

SCTC Manufacturing and Safety Essentials Agreement (action item)

Ms. Stephanie Glenn presented this portion of the agenda. She advised that the Southern Crescent Technical College (SCTC) is requesting funding for a two (2) week Manufacturing Safety and Essentials training program that will provide training to Adult Education students residing in Butts, Lamar, Pike, Spalding and Upson Counties. Eligible participants must be Dislocated Workers or Youth participants in order to qualify for this funding. The program's cost will be \$30,000 or \$2,000 per participant. **FORMAL ACTION: Mr. Nolan made the motion to approve the Industry Essential Training Program conducted by Southern Crescent Technical College using Dislocated Worker grant (COVID) and Youth grant funds, with a total program cost of \$30,000, calculated at \$2,000.00 per participant; it was seconded by Mr. Doug Hollberg and carried unanimously.**

RANSOMWARE ATTACK UPDATE

Mr. Fjelstul presented this portion of the agenda. He advised that the final round of notification letters have been mailed.

OTHER BUSINESS

Nothing was mentioned under this portion of the agenda.

DATE AND LOCATION OF NEXT MEETING

The Finance, Audit and Administration Committee will meet again on Thursday, June 23, 2022 at 12:30 p.m.; additional meeting details will follow.

ADJOURNMENT

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

Ken Rivers, Chairman
Finance, Audit and Administration Committee