

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, June 23, 2022 at the Turin Town Hall in Turin, Georgia. Committee Chair Ken Rivers welcomed the members and called the meeting to order. 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  
Mr. Norman Allen, Chair, Upson 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  
Ms. Adrienne Shales, Non-Public Member, Upson County

Guests in Attendance

Ms. Corinne Thornton, Office Director of Regional Community Services, Department of Community Affairs

Staff Present

Mr. Kirk Fjelstul, Executive Director  
Ms. Angela Jackson, Administrative Services Director  
Ms. Kim Bennett, Deputy Administrative Services Director  
Ms. Mandy Nicholson, HR Manager

Ms. Jan Perez, Secretary, Administrative Services  
Ms. Jeannie Brantley, Planning Director  
Mr. Paul Jarrell, Planner  
Ms. Shari Selch, GIS Planner  
Ms. Joy Shirley, AAA Director  
Ms. Emily Rogers, Deputy AAA Director  
Mr. Tommy Kennedy, Transit Program Director  
Ms. Stephanie Glenn, Workforce Development Director  
Ms. Stephanie Matthews, Deputy Workforce Development Director  
Ms. Dawn Burgess, Office Administrator, Workforce Development  
Ms. Kedra Banning, Youth Services Manager, Workforce Development  
Mr. William Danny Mitchell, Business Services Manager, Workforce Development

#### APPROVAL OF THE MAY 26, 2022 MINUTES (action item)

Committee Chair Rivers asked for a motion to approve the May 26, 2022 meeting minutes. Mr. Dustin Koritko made the motion to approve the May 26, 2022 meeting minutes; it was seconded by Mr. Terry Nolan and carried unanimously.

#### APPROVAL OF AGENDA (action item)

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

#### REVIEW OF EXECUTIVE DIRECTOR'S MAY EXPENDITURES (action item)

Committee Chair Rivers advised the committee that Mr. Kirk Fjelstul had expenditures in the amount of \$825 for May 2022. He asked for a motion concerning the expenditures. **FORMAL ACTION: Mr. Nolan made the motion to approve the Executive Director's May 2022 expenditures report in the amount of \$825.00. The expenses included \$660 for a GARC Economic Development Conference at Lake Lanier. The remaining expenses were for attending chamber related events and dues in Troup, Meriwether, and Coweta Counties. The motion was seconded by Mr. Wright and carried unanimously.**

#### FY'22 and FY'23 BUDGETS UPDATE (action item)

Ms. Angela Jackson presented this portion of the agenda. She gave a brief overview of the FY'22 amended budget and answered questions that the committee had. Committee Chair Rivers asked for a motion concerning the FY'22 Amended Budget. **FORMAL ACTION: Mr. Curtis Brown, Jr., made the motion to approve the FY'22 Amended Budget; it was seconded by Mr. Nolan. Committee Chair River asked if there were any additional questions; hearing none, he called for the final vote and the motion carried unanimously.**

Ms. Jackson presented the proposed FY'23 Proposed Budget. She gave a brief overview of the FY'23 budget and answered questions that the committee had. Committee Chair Rivers asked for a motion concerning the FY'23 Proposed Budget. **FORMAL ACTION: Mr. Koritko made the motion to approve the FY'23 Proposed Budget; it was seconded by Mr. Nolan. Committee Chair Rivers asked if there were any additional questions; hearing none, he called for the final vote and the motion carried unanimously.**

RENEWAL OF 16 SUBCONTRACTOR CONTRACTS (action item)

Ms. Joy Shirley presented this portion of the agenda. She advised that the Aging Program has annual contracts with sixteen (16) subcontractors to provide various Aging programs; the total amount for the 16 subcontracts is \$3,685,121.33. After a brief question and answer session, Committee Chair Rivers called for a motion. **FORMAL ACTION: Mr. Koritko made the motion to authorize renewal of 16 subcontracts to provide senior center programs, in-home services, Alzheimer’s Daycare and legal services in the total amount \$3,685,121.33 and to approve as presented; it was seconded by Mr. Nolan. Committee Chair Rivers asked if there were any additional questions; hearing none, he called for the final vote and the motion carried unanimously.**

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) UPDATE

Ms. Shirley presented this portion of the agenda. She advised that this is for informational purposes only. The Division of Aging Services (DAS) conducted a RFP (Request for Proposals) to consolidate the SCSEP. Most of the regional commissions gave up their programs over the years because of declining funds. The Athens Community Council on Aging will take over the program for the state as of July 1, 2022 and Three Rivers will no longer provide this service.

RENEWAL OF INDEPENDENT CONTRACTS (action item)

Ms. Emily Rogers presented this portion of the agenda. She advised that the Aging Program would like to renew the four (4) independent contracts and gave a breakdown of the hourly rate, maximum hours, and the maximum total. After a brief question and answer session, Committee Chair Rivers called for a motion. **FORMAL ACTION: Mr. Doug Hollberg made the motion to renew the four (4) independent contracts, which included a 5% rate increase and adds 440 additional hours for Ms. Alexis Lackey, for a total of \$116,610 as follows:**

Contractor	Hourly Rate	Maximum Hours	Maximum Total
Rhonda McDougal	\$26.25	1,000	\$26,250
Alexis Lackey	\$21	1,440	\$28,800
Monique Graves	\$21	1,560	\$32,760
Maxine Honeycutt	\$21	1,440	\$28,800
Total			\$116,610

**Mr. Brown, Jr. seconded the motion. Committee Chair Rivers asked if there were any additional questions; hearing none, he called for the final vote and the motion carried unanimously.**

ARPA FUNDS FOR AGING PROGRAM

Ms. Rogers presented this portion of the agenda. She reported that this is for informational purposes only. The Three Rivers Aging Department has learned that it will receive approximately \$2.6 million for specified programs, along with some state appropriations to assist with match requirements. It is likely that the funds must be spent by September 2024, but Three Rivers has not seen the contracts yet.

## TRANSIT UPDATE

Mr. Tommy Kennedy presented this portion of the agenda. He reported that this update was for informational purposes. He reported on the following:

- The staff has prepared a tool to evaluate the performance of the contractor (RMS) and is proceeding with the (performance) review.
- TRRC was approved for supplemental funds for FY'22 by GDOT.
- Staff projects that they will use approximately \$62,000 from the transit reserve to balance the budget for the remainder of the year.
- GDOT has approved the FY'23 grant application.
- DHS rates for FY'23 have been approved as well as the grant amount. Staff projects that it will need \$500,000 more and DHS has stated that it will supplement the grant if needed.
- Ridership continues to increase towards pre-COVID numbers, and the system is now at about 75% of pre-COVID ridership overall.

## CONTRACT RENEWAL FOR RMS TRANSIT FOR FY'23 (action item)

Mr. Kennedy presented this portion of the agenda as well. He reported that TRRC contracts with RMS Transit, Inc., to provide transit services in seven (7) counties and that this contract is renewed annually. The FY'23 contract goes into effect on July 1, 2022 and is subject to GDOT approval.

**FORMAL ACTION: Mr. Koritko made the motion to authorize the Three Rivers Executive Director to negotiate and execute a FY'23 agreement with RMS Transit in the amount not to exceed \$1,848,000; the motion was seconded by Mr. Hollberg. Committee Chair Rivers asked if there were any questions; hearing none, he called for the final vote and the motion carried unanimously.**

## APPROVAL OF PREMIER VIRTUAL CONTRACT (action item)

Mr. William Danny Mitchell presented this portion of the agenda. He advised that the current online virtual hiring provider, Talentspace, has been acquired, and they are now focusing on the European market. This transition has released WorkSource Three Rivers from the contract for the upcoming program year leaving a surplus of \$23,000 in contractual funds. Premier Virtual will provide the same level of services or greater at a reduced cost when compared to Talentspace. It was noted that Premier Virtual is a US based company, which will allow for greater access to support and marketing services for the platform. **FORMAL ACTION: Mr. Brown, Jr. made the motion to approve a two (2) year contract for \$23,000 with Premier Virtual utilizing the funds previously allocated to Talentspace; it was seconded by Mr. Nolan. Committee Chair Rivers asked if there were any questions; hearing none, he called for the final vote and the motion carried unanimously.**

## 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, August 25, 2022 at 12:30 p.m.; additional meeting details will follow.

### ADJOURNMENT

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

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Ken Rivers, Chairman  
Finance, Audit and Administration Committee