

MINUTES

Middle Georgia Regional Commission
Council Meeting
Thursday, June 8, 2017, 6:00 p.m.
175 Emery Highway, Suite C, Macon, Georgia

MEMBERS PRESENT

BALDWIN COUNTY

Bill Millians
Richard Mullins
Denese Shinholster
Derek Williams

CRAWFORD COUNTY

Charles Westberry
Paul Chapman
Robert Ray
Becky Smith

HOUSTON COUNTY

John Harley

JONES COUNTY

Jimmy Roberts
Francis Adams

MACON-BIBB COUNTY

Robert Reichert

MONROE COUNTY

Eric Wilson
Melvin Lawrence

MIDDLE GEORGIA

None Present

PEACH COUNTY

Martin Moseley
James Khoury
James Richardson
Barbara Williams
Carolyn Biggs

PULASKI COUNTY

Tim Young
Butch Hall
Henry Cravey
Lee Slade
James Colson

PUTNAM COUNTY

Billy Webster
Alan Foster

TWIGGS COUNTY

Ken Fowler
Katherine Epps
Shannon Hart

WILKINSON COUNTY

Marty Dominy
Mark Dupree
Charles Brack
Emma Bacon

GUESTS PRESENT:

Bubber Epps - Georgia State Representative, District 144
Andrew Ross - Field Representative for Senator Johnny Isakson
Shavonda Hill - Field Representative for Sanford Bishop
R. L. Brown – Spouse of Pam Brown

STAFF PRESENT:

Laura Mathis – Executive Director
Brent Lanford – Deputy Director
Kevin Brown – Attorney
Jen Doran – Office Manager
Crystal Vaughn – Accountant
Delores Britt – Loan Processor/Servicing Specialist
Britt Aliperti- Government Services Specialist
Matt Beal - Government Services Specialist
Greg Boike – Director of Public Administration
Brittany Bullock - Government Services Specialist
Jasmine Campbell - Government Services Specialist
Howard Scott – One-Stop/Rapid Response Specialist
Andrea Jones – Career Development Specialist
Lisa Datoc – Data and Performance Analyst
Matt Garvin – Director of Finance
Michelle Grembowski – Director of Technology Services
Pam Brown – Network Systems Specialist
Gwen Presley – Administrative Assistant
Julie Hall - Director of Area Agency on Aging
Terrilyn Hannah – Director of Workforce Development
Kimberly Lowe - Government Services Specialist
Kayleigh Sullivan - Government Services Specialist
Kim Stanton – Executive Assistant
Marsellas Williams - Government Services Specialist

CALL TO ORDER

Council Chairman Butch Hall called the June 8, 2017, meeting to order at 6:00 pm.

ROLL CALL

Executive Assistant Kim Stanton indicated that a quorum was present with 21 voting and 12 non-voting members present.

OPENING CEREMONIES

a. Invocation and Pledge of Allegiance

Macon-Bibb County Council Member Robert Reichert gave the invocation and the Council followed with the Pledge of Allegiance.

b. Welcome

Council Chairman Butch Hall welcomed everyone to the June 8, 2017, Council meeting.

c. Introduction of New Members/Guests

Council Chairman Butch Hall acknowledged the following guests at the Regional Commission Council Meeting:

Bubber Epps - Georgia State Representative, District 144
Andrew Ross- Field Representative for Senator Johnny Isakson
Shavonda Hill - Field Representative for Sanford Bishop
R. L. Brown – Spouse of Pam Brown

Laura Mathis introduced new staff member, Matt Beal, Government Services Specialist.

Ms. Mathis recognized Pam Brown for her 25 years of service at the Middle Georgia Regional Commission as of June 1, 2017. She currently serves as a System Administrator in the Technology Services Department.

STANDARD ORDER OF BUSINESS

a. Approval of Minutes of May 11, 2017, Council meeting

There were no corrections to the minutes of the May 11, 2017, Council meeting. They were unanimously approved on a motion by Mark Dupree and second by Charles Brack.

b. Old Business

None

c. New Business

i. Local Assistance Requests

Kimberly Lowe presented the following local assistance requests that have been received since the May Council meeting:

Community: Baldwin County

Project Description: Assistance with the submission of an application through the COPS Hiring Program.

Community: City of Byron

Project Description: Assistance with the development and revision of the city's financial policy.

Community: City of Forsyth

Project Description: Assistance with the submission of a GICH application.

Community: City of Forsyth

Project Description: Assistance with updating the city's ordinance to combine the Planning & Zoning Board and Design & Review Board.

Community: City of Forsyth

Project Description: Assistance with providing guidance to establish a Youth Council.

Community: City of Fort Valley

Project Description: Assistance with pursuing funding for fire station equipment.

Community: City of Fort Valley

Project Description: Assistance with a cemetery mapping project.

Community: City of Hawkinsville

Project Description: Assistance with updating the city's water distribution lines and valve mapping.

Community: City of Irwinton

Project Description: Assistance with updating the city's ordinances.

Community: Peach County

Project Description: Assistance with submitting an AFG Fire Safety Grant.

Ms. Lowe also reported on several recent projects.

- Area Agency on Aging hosted the 11th Annual Senior Day Expo with 849 participants and 43 vendors.

- Pamela Lockett completed her certification as a Certified Information and Referral Specialist for Aging and Disability.
- Area Agency on Aging received the Excellence in Sustainability Award for teaching sustainability to AAA's outside of Georgia.
- WorkSource department along with several Middle Georgia employment assistance organizations will be hosting the Middle Georgia Veterans Job Readiness and Recruitment Event on June 15 at the VECTR Center from 11:00 am -3:00 pm.
- Jones County Animal Shelter received a grant from Petco for \$6,000 to purchase new cages and traps.

The local assistance requests were unanimously approved on a motion by Denese Shinholster and second by Mark Dupree.

ii. Contract Award for Aging Services Providers

Ms. Hall reported that for 2017, Middle Georgia Regional Commission contracted with Volunteer Macon for the Chronic Disease Self-Management Education programs. The original contract award was for a three-year period; however, Volunteer Macon is dissolving as of June 30, 2017. The Regional Commission issued a Request for Proposals for a new provider and received a single proposal from Meal on Wheels of Middle Georgia. Late on the day proposals were due, Meals on Wheels contacted the Regional Commission indicating that they would be responding but needed until 8:00 a.m. the following morning to obtain the necessary signatures. Meals on Wheels was permitted to submit its proposal with no guarantee of review by the Aging Services Committee or award by the Regional Commission. The Meals on Wheels proposal was evaluated by non-Aging staff and determined to be complete and within the financial resources available. The proposal was then presented to the Aging Services Committee on June 1.

Ms. Hall reported that staff and the Aging Services Committee recommend Meal on Wheels as the service provider for the Chronic Disease Self-Management Education programs in FY 2018 through FY 2020.

Approval to authorize the contract award was unanimously approved on a motion by John Harley and second by Jimmy Roberts.

iii. Resolution to Approve Submission of FTA Section 5304 Application

Greg Boike reported that the Georgia Department of Transportation (GDOT) Transit Program provides assistance for a variety of transportation planning activities using both state and federal funds. The Federal Transit Administration (FTA) Section 5304 program provides funding for multimodal transportation planning to states on a formula basis. This planning supports cooperative, continuous, and comprehensive transit development plans for the nine rural counties in the Middle Georgia region.

The resolution to Approve Submission of FTA Section 5304 application was unanimously approved on a motion by Shannon Hart and second by Lee Slade.

iv. Contract Award for High-Tech Entrepreneurial Services

Greg Boike reported that as part of Middle Georgia Regional Commission's project funded by the Department of Defense, Office of Economic Adjustment, the Regional Commission proposed assistance to firms that provided services to stimulate entrepreneurial activity in high-tech settings, such as small business incubators, makerspaces, or fab labs.

Approval to authorize the contract award for High-Tech Entrepreneurial Services was unanimously approved on a motion by Marty Dominy and second by Lee Slade.

v. Authorization to contract for Macon-Bibb OneStop services

Terrilyn Hannah reported that since July 1, 2013, Middle Georgia Regional Commission serves as the grant recipient and fiscal agent for the Workforce Innovation and Opportunity Act (WIOA) program in Macon-Bibb County. During this fiscal year, each workforce area in the state is required to complete the necessary steps to establish a comprehensive OneStop location by July 1, 2017. Regional Commission staff has been guiding the Workforce Development Board through this process while receiving regular guidance from both the Workforce Division (state) and the US Department of Labor. Any cost of the OneStop that is the responsibility of the workforce area will be funded completely through grant awards from the Georgia Department of Economic Development Workforce Division. No Regional Commission funds will be utilized for the OneStop.

Approval to authorize the contract for Macon-Bibb OneStop services was unanimously approved on a motion by John Harley and second by Derek Williams.

vi. Recommendation of the Budget, Audit and Personnel Committee regarding 2017 Budget

Robert Reichert reported that the Budget, Audit and Personnel Committee met on June 1, 2017, to consider several items and thanked Dick Bazemore, Charles Brack, Butch Hall, Shannon Hart, Clifford Holmes, Billy Webster, Charlie Westberry, and Johnny Westmoreland for their hard work and attention to detail.

a. FY 2017 Budget Amendment #2

The Committee considered the Amendment #2 to the Fiscal Year 2017 Budget. This is the final amendment for the year, which adjusts line items to be closer to projected year-end numbers. A line item detail budget was included in the meeting package. The net result of the proposed

budget amendment is a reduction of \$1,078,281 from the current budget. There are a couple of items of note:

Revenues

- GSBL is adjusted to reflect the cessation of the SBA program in May, as well as overall programmatic income.
- Several local projects are not scheduled to be completed by June 30, therefore the revenue is shifting from 2017 to 2018.
- A new state contract for the MAP 21 program is added for the work completed this year.
- Income from the OEA grant is shifting from 2017 to 2018.

Expenditures

- Salaries and related line items are adjusted down to reflect actual cost projections.
- Travel and training is proposed to increase due to required training in the Aging and Workforce programs.
- Contract Services is proposed to reduce due to the timing of the OEA project.
- Capital Outlay includes the purchase of four technology-related projects including replacement of the GPS equipment, the management service, the SAN device and the sonic wall. All four purchases will replace equipment that has reached its end of life and are essential to operations.

Finally, the proposed budget amendment includes an increase in the unrestricted fund balance of \$135,833. This investment results in five months operating expenses available in fund balance. At the end of the fiscal year, the Regional Commission will exceed the target fund balance of two months.

Robert Reichert made a motion to approve the FY 2017 Budget Amendment #2. Council Chairman Butch Hall stated that because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to approve the FY 2017 Budget Amendment #2.

b. FY 2017 Work Program Amendment #2

The Committee considered amendments to the 2017 Work Program based on Budget Amendment #2. A summary of the amendments was included in the meeting package. The Budget, Audit and Personnel Committee recommends adoption of Amendment #2 the FY 2017 Work Program as presented.

Robert Reichert made a motion to approve the FY 2017 Work Program Amendment #2. Council Chairman Butch Hall stated that because this is a recommendation from the Committee, no

second is required for a vote. The Council voted unanimously to approve the FY 2017 Work Program Amendment #2.

vii. Recommendation of the Budget, Audit and Personnel Committee Regarding Performance

a. Determination of Performance of Middle Georgia Regional Commission

Robert Reichert stated that in accordance with state law, MGRC adopted performance standards established in 1993. The Committee determined that for 2017, the Regional Commission effectively performed according to the Performance Standards. The Budget, Audit and Personnel Committee recommends that the Council find that the Regional Commission met or exceeded the performance standards for 2017.

Robert Reichert made a motion that the Regional Commission met or exceeded all of the performance measures. Council Chairman Butch Hall stated that because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to approve the Performance of the Regional Commission.

b. Performance Review of Executive Director

Robert Reichert reported that in addition to the performance of the organization, the Committee also reviewed the performance of Executive Director Laura Mathis utilizing established criteria. After discussion, the Committee determined that Ms. Mathis had satisfactorily performed her duties in 2017 and recommends a merit increase resulting in grade 38 step 5 beginning July 1, 2017.

Robert Reichert made a motion that the Executive Director met or exceeded all of the performance measures. Council Chairman Butch Hall stated that because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to approve the Performance Review of the Executive Director.

viii. Recommendation of the Budget, Audit and Personnel Committee regarding Personnel Policy Amendments

Robert Reichert reported that the Committee considered amendments to the Personnel Policy, which has not undergone a comprehensive review since 2009. A summary of the changes was included in the meeting package. In addition to overall updates to provide clarity to staff and to incorporate the role of the Office Manager where appropriate, the amendments also change the manner that annual leave and sick leave are accrued by employees to reflect the shift from 24 to 26 pay periods. The Budget, Audit and Personnel Committee recommends adoption of the Personnel Policy Amendments as presented to be effective upon adoption.

Robert Reichert made a motion to adopt the Personnel Policy Amendments. Council Chairman Butch Hall stated that because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to approve the Personnel Policy Amendments.

ix. Recommendation of the Budget, Audit and Personnel Committee regarding 2018 Budget

a. 2018 Dues Structure

The Budget, Audit and Personnel Committee recommends approval of the local governments dues for 2018 at \$1.30 per capita, using the most recent update to the population projects from the US Census. This is the same dues rate from 2017.

Robert Reichert made a motion to approve the 2018 Dues at \$1.30 per capita. Council Chairman Butch Hall stated that because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to approve the 2018 Dues at \$1.30 per capita.

b. Benefits Renewal and Wellness Program for 2018

Robert Reichert reported that each year, the Regional Commission works with the benefits consultant Northwestern Benefits to solicit proposals for employee insurance coverages. Based on this year's proposals, the Budget, Audit and Personnel Committee recommends the following:

- Health Insurance - Humana with the wellness program and medical deductible benefit.
- Dental Insurance - Unum
- Life Insurance - Lincoln
- Vision Insurance – Eyemed
- Voluntary Workplace Benefits - Colonial

Robert Reichert made a motion to approve the Benefits Renewal and Wellness Program for 2018. Council Chairman Butch Hall stated that because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to approve the Benefits Renewal and Wellness Program.

c. FY 2018 Budget

Robert Reichert stated that the Committee reviewed and discussed the proposed FY 2018 budget, which was included in the meeting package. The total 2018 budget totals \$13,373,512 and is balanced. Revenues reflect all known contracts and sources for 2018 as of this date. Expenditure highlights include:

- merit increases for staff when earned
- no new full-time positions
- contract services and capital outlays related to the OEA grant

Robert Reichert made a motion to approve the FY 2018 Budget. Council Chairman Butch Hall stated that because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to approve the FY 2018 Budget.

d. FY 2018 Initial Work Program

The Committee also reviewed the FY 2018 Initial Work Program based on the 2018 budget. The document outlines the scope of services available through the Regional Commission for the upcoming year and a copy was included in the meeting package.

Robert Reichert made a motion to adopt the FY 2018 Initial Work Program. Council Chairman Butch Hall stated that because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to approve the FY 2018 Budget.

x. Georgia Department of Transportation Board Meeting April 2018

Laura Mathis reported that the Georgia Department of Transportation(GDOT) Board Meeting will be held in Macon in April 2018.

GOOD OF THE ORDER

a. Executive Director's Report

Ms. Mathis stated that for 2017, with the guidance and leadership from Council, it was determined that the Regional Commission met its performance standards and provided quality service to member governments and the citizens of Middle Georgia. On behalf of the entire team, Ms. Mathis would like to thank the Council for their volunteer service. A quick overview of the year was provided.

- Ms. Mathis stated that each month, the Council hears reports on important projects or accomplishments across all program areas and believes its valuable to know the outcome of projects.
- In addition to implementing a new compensation system, Council authorized the sun-setting of GSBL and determined a path forward to ensure resources are available that support private investment and growth in the region.

- The MGRC management team welcomed three new members who provide different perspectives and expertise to help guide programs and staff. For 2018, we will continue providing essential services, operate in a fiscally responsible manner, develop new programs and initiatives consistent with our mission while attracting and retaining the best staff possible.
- The MGRC will continue our focus on the core values of being professional, resourceful, talented, trustworthy, accountable, efficient, and innovative. With this focus, Middle Georgia Regional Commission will thrive as an organization and enable others to thrive as well.

ANNOUNCEMENTS

- a. There is no Council meeting in July.
- b. Next MGRC meeting August 10, 2017.
- c. Georgia Peach Festival will be June 9 -10, 2017 in Fort Valley.

ADJOURN

There being no further business, the June Council meeting was adjourned until August 10, 2017.