

MINUTES

Middle Georgia Regional Commission
Council Meeting
Thursday, June 12, 2014, 6:00 p.m.
175 Emery Highway, Suite C, Macon, GA

MEMBERS PRESENT:

BALDWIN COUNTY

Johnny Westmoreland
Richard Mullins
Bill Millians
Denese Shinholster
Matt Poyner

CRAWFORD COUNTY

Paul Chapman
Becky Smith
Charlie Westberry
Charles Cook

HOUSTON COUNTY

John Harley
George Slappey

JONES COUNTY

Preston Hawkins
Jimmy Roberts
Francis Adams
Frank Duke

MACON-BIBB COUNTY

Robert Reichert
Chuck O'Neal
Lonnie Miley

MONROE COUNTY

Dick Bazemore
Edd Norris
Melvin Lawrence

PEACH COUNTY

Melvin Walker
Barbara Williams
James Richardson

PULASKI COUNTY

Butch Hall
Henry Cravey
Nicky Cabero
James Colson

PUTNAM COUNTY

Billy Webster
John Reid

TWIGGS COUNTY

Ken Fowler
Shannon Hart
Johnny Branan
Joyce Mitchum
Jimmy Smith

WILKINSON COUNTY

Dennis Holder
Jonathan Jackson
C. L. Brooks

MIDDLE GEORGIA

Charles Sims

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GUESTS PRESENT:

Andrew Blascovich – Office of Senator Johnny Isakson
James Khoury – Former Peach County Commission Chair and Council Member
Michelle Sands – Office of Congressman Sanford Bishop
Donovan Head – Office of Congressman Austin Scott
Jack Smith – Spouse of Crawford County Council Member Becky Smith

STAFF PRESENT:

Greg Boike – Government Services Specialist
Kevin Brown – Attorney
Jonathon Connell – Government Services Specialist
Daniel Cummings – Government Services Specialist
Sheknita Davis – Workforce Director
Justin Futo – I.T. Specialist
Crystal Gaillard – Government Services Specialist
Matt Garvin – Finance Officer
Dan Gary – Office Manager
Kristi Harpst – Regional Planner
Nick Kouloungis – Technology Services Director
Brent Lanford – Deputy Director
Chan Layson – Director of Business Development
Laura Mathis – Deputy Director
Allison Maxwell – Finance Assistant
Ralph Nix – Executive Director
Carol Payton – Executive Secretary
Gwen Presley - Secretary
Robert Smith – Government Services Specialist
Crystal Vaughn – Senior Finance Specialist

CALL TO ORDER

Council Chairman Charlie Westberry called the June 2014 meeting to order at 6:40 p.m.

ROLL CALL

Secretary Carol Payton called the roll and indicated that a quorum was present with twenty-four voting and fifteen non-voting members in attendance.

OPENING CEREMONIES

a. Invocation

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Crawford County Council member Paul Chapman gave the invocation.

b. Welcome

Chairman Westberry welcomed everyone to the June meeting or the last meeting of FY 2014. He asked for a round of applause in appreciation to the MGRC staff for the evening's meal.

c. Introduction of Guests and New Staff

Dennis Holder introduced Mark DuPree, incoming Commission Chair for Wilkinson County. Chairman Westberry also recognized James Khoury who was the former Commission Chair for Peach County and a former Council member.

Mr. Westberry introduced the following new MGRC staff members:

Greg Boike – Public Administration
Dan Gary – Administration
Gwen Presley – Administration
Matt Garvin – Administration (Finance)
Crystal Vaughn – Administration (Finance)

STANDARD ORDER OF BUSINESS

a. Approval of Minutes of May 8, 2014 Council Meeting

There were no corrections to the minutes of the May 8, 2014 Council Meeting, and they were unanimously approved on a motion by Henry Cravey, and seconded by Preston Hawkins.

b. Old Business

None to report.

c. New Business

i. Local Assistance Requests

MGRC staff member Kristi Harpst presented the following Local Assistance Requests that have been received since the May meeting:

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Community: **Baldwin County**
Project Title: 2014 Community Oriented Policing Services (COPS) Grant
Project Description: Preparation and submission of COPS grant application for the Baldwin County Sheriff's Department.

Community: **Baldwin County**
Project Title: Federal Justice Assistance Grant (JAG)
Project Description: Preparation and submission of JAG application for the Baldwin County Sheriff's Department.

Community: **Crawford County**
Project Title: Address Audit
Project Description: Perform audit of county's road address data in order to convert it to geospatial format.

Community: **Crawford County**
Project Title: Request for Proposal (RFP)
Project Description: Prepare RFP for long-term maintenance of four county elevated storage tanks.

Community: **City of Forsyth**
Project Title: Request for Proposal (RFP)
Project Description: Prepare RFP for contracting payroll services.

Community: **City of Forsyth**
Project Title: Revisions to the Personnel Manual
Project Description: Assist with revisions to the Personnel Manual regarding separation processes.

Community: **City of Forsyth**
Project Title: Naming Policy
Project Description: Development of a policy for the naming of buildings and properties.

Community: **City of Hawkinsville**
Project Title: Georgia Heritage Grant Program
Project Description: Prepare and submit grant application for the old fire house project.

Community: **Houston County**
Project Title: Strategic Plan for Information Technology System
Project Description: Evaluation of and development of long-range strategic plan for the county's information technology system.

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Community: Jones County

Project Title: Pre-Disaster Mitigation Plan Update

Project Description: Preparation of an update to the Pre-Disaster Mitigation Plan.

Community: City of Milledgeville

Project Title: Rural Economic Development Loans and Grants (REDLG)

Project Description: Prepare REDLG application through the Tri-County EMC for aesthetic improvements throughout the Milledgeville Baldwin County Industrial Park.

Community: City of Milledgeville

Project Title: OneGeorgia and DOT Grant Applications

Project Description: Prepare and submit applications to OneGeorgia and DOT for roadway infrastructure improvements in the Milledgeville Baldwin County Industrial Park.

Community: City of Roberta

Project Title: Community Development Block Grant (CDBG) Application

Project Description: Prepare and submit a FY 2015 CDBG Application for water system improvements.

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The local assistance requests were unanimously approved on a motion by Ken Fowler and seconded by Shannon Hart.

- ii. Recommendation from Budget, Audit, and Personnel Review Committee Regarding FY 2014 Budget

Committee Chair Butch Hall reported that the committee met on June 2, and he expressed appreciation to the following committee members: Frank Duke, Preston Hawkins, Dennis Holder, George Slappey, Grady Clemonts, Burt Bivins, and Charlie Westberry.

All the information that was considered at the committee meeting was forwarded to the Council in their meeting packets. The Committee Chair began with Proposed Amendment #3 to the FY 2014 Budget.

- a. Proposed Amendment #3 to FY 2014 Budget

This is the final budget amendment for 2014 which reflects a decrease of \$574,992, a 4.6 percent reduction. Local revenues are reduced by \$82,034 with the largest decrease coming from the administrative fee from GSBL. State revenues are reduced by \$114,557 primarily due to the

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reclassification of revenue from state to federal. Federal revenue is reduced by \$26,891 due to changes in funding for aging, transportation, and workforce development. Pass-through revenues are reduced by \$351,510 to reflect a shift in the completion of the digital economy/broadband plans, adjustments to aging sub-contractor funds, and the conclusion of the Macon-Bibb County Consolidation Transition Task Force work.

For expenditures, individual line items were adjusted to align with actual expenditure projections. There is one capital items in the amount of \$6,300 which is the reclassification of a computer expenditures that exceeded the \$5,000 threshold. As a result of the line item adjustments, the proposed budget amendment allocates \$184,008 for reserves.

The committee also reviewed the 2014 Work Program and determined that no changes were necessary.

Mr. Hall said the committee recommends the adoption of Amendment #3 to the FY 2014 Budget and noted for the record that the FY 2014 Work Program did not require amendments based on the budget. Council Chair Westberry asked if there were any questions concerning Amendment #3. There being none, the motion was seconded by Dick Bazemore and unanimously approved.

iii. Recommendation of the Budget, Audit, and Personnel Review Committee
Regarding FY 2015 Budget

a. Proposed Decrease in Mileage Reimbursement Rate from 56.5¢ to 56¢

The RC considers an annual adjustment for mileage reimbursement effective July 1 of each year to coincide with the new budget year rather than make an adjustment in January of each year (as the IRS does). Therefore, the committee recommends an increase to the RC's current mileage reimbursement rate of 55.5¢ to 56.5¢, effective with the new budget beginning July 1, which coincides with the rate established by the Internal Revenue Service effective January 1, 2014. The motion was seconded by John Reid and unanimously approved.

b. Proposed FY 2015 Budget

The next item to be presented was the Proposed FY 2015 Budget. The FY 2015 Budget is \$11,458,484, a decrease of \$532,400 (4.4%) over FY 2014 as amended. This is a balanced budget that requires no initial funds from reserves.

For local revenues, there are a number of new projects which are highlighted in the budget, and several projects do not continue in 2015. The net change for local revenues is an increase of \$60,061. Committee Chair Hall noted that local government dues increased by \$43,791, which is based on action by the Council in March to increase the dues from \$1.00 per capita to \$1.10 per capita for FY 2015. As instructed by the Council, the dues increase is being implemented in accordance with the local governments' 2015 fiscal year.

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For state revenues, there is a decrease of \$117,111 with the largest reduction coming from the completion of the EPD Water Planning Council contract. There is a possibility of an additional contract in late FY 2015; however, an exact amount is not known at this time. Therefore, it is not included.

Federal revenues reflect a slight decrease of \$15,212. This net change is the result of initial planning allocations for aging and transportation and the completion of several aging programs in FY 2014. Pass-through revenues are reduced by \$460,138 due to the initial planning allocation of aging funds for service providers and the completion of consolidation work.

Committee Chair Hall proceeded with the expenditure side of the proposed FY 2015 Budget. He highlighted the following line items:

- Merit increase of either 3 percent or 1.5 percent for all employees. A cost-of-living adjustment is not included.
- Employee benefits include a change in the health insurance provider from Blue Cross to Humana resulting in a significant savings for enhanced coverage. The health insurance line item also includes \$32,000 for the reimbursement of the calendar year deductible which was established a number of years ago.
- Reduction in rent due to Workforce moving into current space with the MGRC.
- Capital outlay purchase of a data storage device in the amount of \$13,390.

Mr. Hall said that the Budget, Audit and Personnel Committee, along with MGRC staff, will monitor and review the budget on a regular basis. There are several pending opportunities for funding that are yet finalized which are not included in the budget. As amendments are required, that will be presented for consideration by the Council.

The Committee Chair said the committee recommends approval of the FY 2015 Budget as presented. Council Chair Westberry called for any questions concerning the FY 2015 Budget. There being none, the recommendation of the committee was seconded by Henry Cravey and unanimously approved.

c. Proposed FY 2015 Initial Work Program

The Initial Work Program is included as part of the budget and essentially covers a broad range of the type of work that the staff undertakes. It also includes the specific contracts that are included in the budget in the revenue category. During the year, any amendment to the budget will require an amendment to the work program as well.

Butch Hall said the Committee recommends the approval of the FY 2015 Initial Work Program. There being no questions concerning the Work Program, John Harley seconded the motion and it was unanimously approved.

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- iv. Recommendation of the Budget, Audit, and Personnel Review Committee Regarding Performance
 - a. Determination of Performance of the Middle Georgia Regional Commission

As required by state law each year, the Council is required to review five measures to determine the performance of the MGRC. These measures are:

1. The Middle Georgia RC shall operate within its adopted budget.
2. The Middle Georgia RC shall maintain a competent staff to complete the RC objectives.
3. The Middle Georgia RC shall respond appropriately to local governments' technical assistance requests.
4. The Middle Georgia RC shall meet all contract obligations.
5. The Middle Georgia RC Council shall provide efficient and effective policy leadership.

After review of the above standards and the Work Program for fiscal year 2014, the Budget, Audit, and Personnel Committee determined that the Middle Georgia Regional Commission has effectively performed according to the Performance Standards as set forth by state law. In addition, the Budget, Audit, and Personnel Committee unanimously recommends approval by the Council of the Middle Georgia Regional Commission of the same. Committee Chair Butch Hall put that in the form of a motion. The motion was seconded by Bill Millians and unanimously approved.

- b. Performance Review of Executive Director

Mr. Hall said the Committee also discussed the performance review of the Executive Director and determined that his performance is satisfactory. The Executive Director is hereby awarded a 3 percent merit increase from Job Class 32, Step 10₁₈ to Job Class 32, Step 10₁₉ effective July 1, 2014.

The Committee Chair made a motion that the performance review of the Executive Director be approved. The motion was seconded by Shannon Hart and unanimously approved.

Butch Hall said this concludes the report of the Budget, Audit, and Personnel Review Committee.

- v. Nomination of Appointments to the Georgia Small Business Lender, Inc.

Each year the RC appoints members, on a rotating basis, to the Georgia Small Business Lender, Inc. The GSBL, in turn, elects members to the GSBL Board of Directors. In May, a representative

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from each county was given a list of members whose term expires in September 2014. Members are eligible for reappointment or replacement. The following nominations have been received as of this date:

HOUSTON COUNTY

Kelly Hillis – Post #2
Jimmy Faircloth – Post #5

JONES COUNTY

John Conn – Post #2

PUTNAM COUNTY

James Nolan – Post #2

WILKINSON COUNTY

Melissa Wilson – Post #2

Billy Webster made a motion that the nominations be approved. The motion was seconded by Preston Hawkins and unanimously approved.

- vi. Resolution Authorizing Chairman to Sign Agreement between the GSBL and the MGRC for Administrative Services

Ms. Mathis said this resolution is necessary in order for the Chairman to sign an agreement between the GSBL and the MGRC for administrative services for FY 2015. The MGRC provides the staff necessary to administer the GSBL program (financial, secretarial, etc.) and marketing of the different programs.

George Slappey made a motion that the following Resolution No. RC-14-13 be approved:

* * * * *

WHEREAS, the Georgia Small Business Lender, Inc. (GSBL) desires to sponsor loans made to small businesses pursuant to Section 503 of Title V of the Small Business Investment Act of 1958, as amended; and

WHEREAS, the GSBL has a need for marketing, technical, and administrative services to make and service said loans through the Small Business Administration; and

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WHEREAS, the Middle Georgia Regional Commission (MGRC) has available personnel to provide marketing, technical, and administrative services in connection with said loans; and

WHEREAS, historically, the Middle Georgia Regional Development Center, the predecessor to the Middle Georgia Regional Commission, has agreed to provide these services at a rate affordable to the Georgia Small Business Lender, Inc.; and

WHEREAS, the Georgia Small Business Lender, Inc. and the Middle Georgia Regional Commission have determined that the compensation requested by the Middle Georgia Regional Commission is reasonable and customary for the area; and

WHEREAS, the Georgia Small Business Lender, Inc. and the Middle Georgia Regional Commission have agreed that compensation will only be for services performed; and

WHEREAS, the GSBL and the MGRC have reached an agreement, which they have reduced to writing; and

WHEREAS, this agreement is in compliance with the provisions of 13 CFR §120.824 and §120.825 as well as SBA's Loan Program Requirements; and

WHEREAS, there is no apparent conflict of interest or self-dealing regarding the agreement; and

WHEREAS, the Georgia Small Business Lender, Inc. and the Middle Georgia Regional Commission understand that the agreement is subject to pre-approval and yearly review by the Small Business Administration; and

WHEREAS, neither the Middle Georgia Regional Commission, nor any associate of the Middle Georgia Regional Commission, is a member of the Board of Directors of the Georgia Small Business Lender, Inc.; and

WHEREAS, the Georgia Small Business Lender, Inc. and the Middle Georgia Regional Commission understand that the agreement must be submitted with the Annual Report to the Small Business Administration; and

WHEREAS, the compensation under this agreement is only from the Georgia Small Business Lender, Inc.; and

WHEREAS, this agreement shall begin on July 1, 2014 and end on June 30, 2015.

NOW, THEREFORE, BE IT RESOLVED that the Middle Georgia Regional Commission will enter into an agreement with the Georgia Small Business Lender, Inc., where the MGRC will provide technical and administrative services for the SBA 504 Loan Program.

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The motion was seconded by John Reid and unanimously approved.

vii. Resolution Adopting the Middle Georgia Regional Agenda

Kristi Harpst reported that at the March meeting, the Council approved a resolution which authorized the submittal of the annual update to the Regional Work Program to DCA by the deadline of March 31 for their review and approval. The MGRC has received notification from DCA that the update was found to be in compliance with all requirements. The following Resolution No. RC-14-14 adopts the annual update of the Middle Georgia Regional Work Program:

* * * * *

WHEREAS, the Georgia Department of Community Affairs requires every Regional Commission in the state to conduct an annual update of its Regional Work Program; and

WHEREAS, the Middle Georgia Regional Commission has completed the update of the Middle Georgia Regional Work Program in accordance with the rule and procedures provided by the Georgia Department of Community Affairs for Regional Planning; and

WHEREAS, the Georgia Department of Community Affairs has found it to be in compliance with all requirements.

NOW, THEREFORE, BE IT RESOLVED on the 12th day of June 2014, the Middle Georgia Regional Commission Council, meeting in regular session, does hereby adopt the annual update of the Middle Georgia Regional Work Program.

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The resolution was unanimously approved on a motion by John Harley and seconded by Bill Millians.

viii. Staff Retirements

The Council Chair reported that two valuable members of the Aging staff have applied for retirement effective June 30, 2014:

Gerri Ward – Aging Director
22 years of service

Oretha Dudley – Options Counselor
10 years of service

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The Pension Committee has reviewed and accepted their applications. Given their dedication to the organization, the Chairman asked for authorization to prepare resolutions in their honor. John Reid made a motion to that effect. The motion was seconded by Shannon Hart and unanimously approved.

Mr. Westberry said the resolutions will be prepared and framed for presentation at their retirement celebrations.

Mr. Westberry also read a thank-you note from Sandi Glore who retired at the end of May.

GOOD OF THE ORDER

a. National Recognition

Executive Director Ralph Nix said the Technology Services Department will be receiving a National Award in July at the ESRI Conference in San Diego, California. The award was presented for a Special Achievement in GIS. Mr. Nix said this was quite an achievement, and the official award to the Council will be made at the August meeting. He called on Nick Kouloungis, Technology Services Director, to give a brief description of the work that was involved for the award. Mr. Kouloungis said the award is one of the highest honors in the GIS industry.

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On behalf of the staff, Mr. Nix expressed appreciation to the Council for providing the resources for the merit increases for the coming fiscal year. He noted that the MGRC is only as successful as it is because of the support and contributions made by the Council.

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The Chairman asked for everyone to keep Houston County Council member Grady Clemonts in their prayers. Mr. Clemonts recently suffered a minor stroke, and it has taken a toll on him.

ANNOUNCEMENTS

- a. No meeting in the month of July.
- b. Next meeting is Thursday, August 14, 2014, and the speaker will be Commissioner Gretchen Corbin of the Georgia Department of Community Affairs.
- c. Colonel Christopher Hill, Commander 78th ABW, will be the speaker at the September 11, 2014 meeting.

ADJOURN

There being no further business, the June meeting of the MGRC Council was adjourned at 7:10 p.m.