

MINUTES

Middle Georgia Regional Commission
Council Meeting
Thursday, April 9, 2015, 6:00 p.m.
175 Emery Highway, Suite C, Macon, Georgia

MEMBERS PRESENT:

BALDWIN COUNTY

Richard Mullins, Jr.
William Millians
Matt Poyner
Denese Shinholster

CRAWFORD COUNTY

Paul Chapman
Charles Cook
Charlie Westberry
Robert Ray

HOUSTON COUNTY

John Harley
George Slappey

JONES COUNTY

Preston Hawkins
Jimmy Roberts
Francis Adams
Frank Duke

MACON-BIBB COUNTY

Robert Reichert
Lonnie Miley

MONROE COUNTY

Dick Bazemore
Michael Bilderback
Edd Norris

PEACH COUNTY

None present

PULASKI COUNTY

Butch Hall
Henry Cravey
Lee Slade
Nicky Cabero

PUTNAM COUNTY

Terry Schwindler
John Reid

TWIGGS COUNTY

Ken Fowler
Shannon Hart
Johnny Branan
Jimmy Smith

WILKINSON COUNTY

Mark Dupree
Charles Brack
Marty Dominy
C. L. Brooks
Jonathan Jackson

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GUESTS PRESENT:

Jay Sweat –Project Manager, Office of Economic Adjustment
Carolyn Dallas – Field Representative for Congressman Jody Hice
David Mathews – Crawford County Development Board

STAFF PRESENT:

Ralph Nix – Executive Director
Laura Mathis – Deputy Director
Brent Lanford – Deputy Director
Matt Garvin - Finance Director
Dan Gary - Office Manager
Sheknita Davis – Workforce Development Director
Julie Hall - AAA Interim Director
Daniel Cummings – Sr. Government Services Specialist
Crystal Gaillard - Government Services Specialist
Annie Barnes - Government Services Specialist
Greg Boike – Government Services Specialist
Renee Bumpus – Business Service/Job Placement Specialist
Jonathon Connell – Government Services Specialist
Cam Yearty - Government Services Specialist
Kevin Brown – Attorney
Kim Stanton – Executive Secretary

CALL TO ORDER

Council Chairman Charlie Westberry called the April 9, 2015 meeting to order at 6:15 p.m.

ROLL CALL

Executive Secretary Kim Stanton called the roll and indicated that a quorum was present with 22 voting and 13 non-voting members present.

OPENING CEREMONIES

a. Invocation

Crawford County council member Paul Chapman gave the invocation.

b. Welcome

Chairman Westberry welcomed everyone to the April 9, 2015 council meeting.

c. Introduction of New Members and Guests

Chairman Westberry acknowledged the following guests at the Regional Commission Council Meeting: Jay Sweat, Carolyn Dallas and David Mathews.

Ms. Mathis introduced Jay Sweat, Project Manager, with the Department of Defense Office of Economic Adjustment (OEA). Mr. Sweat is visiting middle Georgia as part of the monitoring and support of the OEA grant that the Middle Georgia Regional Commission received.

STANDARD ORDER OF BUSINESS

a. Approval of Minutes of March 12, 2015 Council Meeting

There were no corrections to the minutes of the March 12, 2015 Council meeting and they were unanimously approved on a motion by John Harley and second by Richard Bazemore.

b. Old Business

None to report.

c. New Business

1. Report from Budget, Audit and Personnel Committee

Butch Hall reported that the Budget, Audit and Personnel Committee met earlier today to receive an update on the recent programmatic audit of the Regional Commission and to discuss the budget preparation process for FY 2016. Mr. Hall thanked the Committee members who attended: Frank Duke, Dick Bazemore, George Slappey, Paul Chapman, and Charlie Westberry.

No action was required of the Council on either of the two items discussed. Mr. Hall presented this report for informational purposes only.

Mr. Hall noted The Middle Georgia Regional Commission is one of three commissions selected for a programmatic audit by the Georgia Department of Audits. Due to limited funding, the scope of the audit was confined to the Department of Community Affairs (DCA) planning contract, Department of Human Services – Aging, Department of Human Services - Transportation and Administration of the Regional Commission for the 2014 fiscal year. Staff provided all of the requested records and participated in entrance and exit conferences, as well as individual meetings with the audit team to answer questions and discuss MGRC practices over the course of their week-long visit in March.

Mr. Hall stated that the audit did not reveal any misappropriation of funds or gross failures and negligence on the part of the Regional Commission. In addition, local government interviews

conducted by the Department of Audits yielded favorable reviews and comments regarding the MGRC services. There were several recommendations regarding an increased level of documentation that the staff has already begun to implement. There may be some changes to operational procedures that involve Council action, if so, the Committee will work with staff to present those at a later date.

Mr. Hall reported that by the end of May we anticipate receiving a draft of the report and will be provided an opportunity for comment before the final report is issued. It is anticipated that the final report will be issued before July 1, 2015.

Mr. Hall also mentioned the other topic that was discussed is the FY 2016 budget process. Finance Officer Matt Garvin presented the proposed schedule for development of the FY 2016 budget. The Council will consider the FY 2016 budget at the June 11 meeting. In advance of this, staff will work to prepare the final budget amendment for FY 2015, as well as the proposed budget and work program for FY 2016. It is anticipated the Macon-Bibb Workforce Investment Board will be complete with its 2016 budget by mid-to-late May, which will allow the Budget, Audit and Personnel Committee to meet on June 2, to review and consider the FY 2016 budget. The budget packages will then be distributed to the full Council by Friday June 5, well in advance of the June 11 meeting.

2. Resolution Accepting Eatonton-Putnam Senior Center Congregate Meal Program

Julie Hall reported that the Request for Proposals for senior center congregate meals was issued and the City of Eatonton applied to be a provider. The congregate meal program falls under the federal Older Americans Act.

WHEREAS, the Middle Georgia Regional Commission, in its capacity as the Area Agency on Aging, solicited proposals from potential bidders interested in operating congregate meal/senior center services in Putnam County beginning on July 1, 2015 through June 30, 2016.

WHEREAS, only one proposal was submitted by the deadline of Friday, February 13, 2015, at 4:30 p.m. for submissions of proposals for a congregate meal/senior center services in Putnam County. This proposal was submitted by the City of Eatonton.

WHEREAS, and the Middle Georgia Regional Commission Area Agency on Aging has reviewed the City of Eatonton's proposal and has found their submission acceptable and now seeks the Middle Georgia Regional Commission's Council approval to award the Request for Proposal (RFP) for the senior center and congregate meal program to the City of Eatonton.

NOW, THEREFORE, BE IT RESOLVED on the 9th day of April 2015, the Middle Georgia Regional Commission Council. Meeting in regular session, hereby accepts the City of Eatonton's RFP for the senior Center and congregate meal program beginning July 1, 2015.

The Resolution Accepting the Congregate Meal Program was unanimously approved on a motion by Mark Dupree and seconded by Ken Fowler. John Reid abstained from voting.

3. Resolution to authorize submission of an application for Rural Transit Planning

Cam Yearty stated that staff is preparing an application to Georgia Department of Transportation for funds to provide transit planning and plan implementation services to rural counties where it does not currently exist. A resolution authorizing the application is required.

WHEREAS, the Middle Georgia Regional Commission, hereinafter referred to as the "Applicant" has the opportunity to request grant funding assistance from the Georgia Department of Transportation for the purpose of providing transit planning and plan implementation services to counties within the Middle Georgia region;

WHEREAS, the project will allow the Applicant to update or develop Transit Development Plans for one or more counties;

WHEREAS, the project will allow the Applicant to provide support and assistance to local governments in implementing regional transit plans;

WHEREAS, the project will provide further enhancement of existing rural transit service in Baldwin, Crawford, Jones, Peach, Pulaski, Putnam, Twiggs, and Wilkinson counties;

WHEREAS, the project will allow the Applicant to promote the provision of rural transit service in those counties where it does not currently exist;

WHEREAS, the project will allow the Applicant to participate in the Department of Human Services coordinated transit planning process; and

WHEREAS, the project will allow the Applicant to conduct public involvement and outreach on behalf of rural counties within the Middle Georgia region,

NOW, THEREFORE, BE IT RESOLVED that the Middle Georgia Regional Commission is authorized to prepare and submit an application to the Georgia Department of Transportation for the purpose of providing transit planning and plan implementation services to counties within the Middle Georgia region in fiscal year 2016; and

BE IT FURTHER RESOLVED that the Applicant, while making application to or receiving grants from the Federal Transit Administration, will comply with such federal statutes, regulations, executive orders and administrative requirements as may exist; and

BE IT FURTHER RESOLVED that Charlie Westberry, MGRC Council Chair, and Ralph Nix, Executive Director, are empowered to sign contracts on behalf of the Applicant, and that they may sign on behalf of the Applicant any assurance, certification, or other documentation that may be required as a part of the application submitted.

The Resolution to submit the Rural Transit Planning application was unanimously approved on a motion by Lee Slade and seconded by Richard Mullins.

4. Resolution to Select Firm for Completion of the Middle Georgia Freight and Logistics Study.

Greg Boike reported as part of the Office of Economic Adjustment (OEA) grant a Request for Proposals was issued for the completion of a Middle Georgia Freight and Logistics Study. Three quality proposals were received. After an evaluation process, staff recommends the selection of Wilson & Company to complete the study.

WHEREAS, the Middle Georgia Regional Commission has applied for and received funding from the Department of Defense Office of Economic Adjustment for activities related to economic diversification within the Middle Georgia Region; and

WHEREAS, an in-depth analysis of the capacity of the Middle Georgia Region as a freight and logistics hub was considered a critical component of the projects evaluation of regional infrastructure; and

WHEREAS, the completion of a freight and logistics study is expected to aid regional economic development and grow knowledge about regional economic diversification opportunities; and

WHEREAS, a request for proposals was released on February 19, 2015, and was provided directly to five (5) known consulting firms, advertised through the Middle Georgia Regional Commission website, and posted on the Georgia Local Government Access Marketplace; and

WHEREAS, complete responses were received from three (3) qualified firms prior to the March 30, 2015 deadline for submittals; and

WHEREAS, each proposal was evaluated by Middle Georgia Regional Commission staff on developed criteria as announced in the request for proposals; and

WHEREAS, the consulting firm of Wilson & Company was the low-bidder on the project and is recommended to be selected by Middle Georgia Regional Commission staff; and

WHEREAS, the proposed budget for this study is \$120,350.00, to be paid with grant funds from the Department of Defense Office of Economic Adjustment.

NOW, THEREFORE, BE IT RESOLVED on the 9th day of April 2015, the Middle Georgia Regional Commission Council, meeting in regular session, hereby selects Wilson & Company as the consulting firm with regard to the preparation of a freight and logistics study for the Middle Georgia Region, with work to be completed by August 2015.

The Resolution to select the Wilson & Company firm was unanimously approved on a motion by Robert Reichert and second by Richard Bazemore.

5. Resolution to establish a Safety Coordinator

Dan Gary reported on establishing the position of a Safety Coordinator for the MGRC to oversee a safety program to assist with the loss prevention efforts and compliance with certain safety rules and regulations. This is an annual requirement to remain eligible for the safety incentive discount through our insurance provider.

WHEREAS, the Middle Georgia Regional Commission has agreed to establish the position of Safety Coordinator to establish and oversee a safety program to assist with the loss prevention efforts of the Regional Commission; and

WHEREAS, the Safety Coordinator will be responsible for insuring compliance with certain safety rules and regulations that protect the well-being of Regional Commission employees and the general public; and

WHEREAS, the Safety Coordinator will be responsible for:

- Establishing and coordinating safety meetings and self-inspections to identify safety-related hazards;
- Coordinating and implementing safety rules and training for supervisors and employees and/or making recommendations to management regarding such items;
- Reviewing and/or investigating all employee accidents for causes and making recommendations for improvements and corrections;
- Conducting periodic safety self-inspections of all vehicles, buildings, grounds, equipment and machinery, and work practices and conditions to determine potential injury exposures;
- Documenting and maintaining inspection records and implementing any follow-up actions; and

WHEREAS, the Safety Coordinator can ensure that qualifications have been met that will enable the Middle Georgia Regional Commission to receive a substantial discount on its insurance costs.

NOW, THEREFORE, BE IT RESOLVED on the 10th day of April, 2015 the Middle Georgia Regional Commission Council, meeting in regular session, does hereby establish the position of Safety Coordinator for the Middle Georgia Regional Commission.

The Resolution to establish a Safety Coordinator was unanimously approved on a motion by Lee Slade and second by Shannon Hart.

6. Local Assistance Requests

MGRC staff member Crystal Gaillard presented the following local assistance requests that have been received since the March Council meeting:

Community: **Baldwin County**
Project Title: Assistance with a Drug Treatment Grant
Project Description: Preparation of a Treatment Drug Court Grant Application.

Community: **City of Byron**
Project Title: Assistance with CLG
Project Description: Assistance becoming a Certified Local Government to benefit from grant funds.

Community: Crawford County
Project Title: Assistance with website
Project Description: Assistance in development of new website.

Community: Crawford County
Project Title: CDBG Grant Application
Project Description: Preparation of an FY 2015 CDBG application for water system improvements.

Community: Macon-Bibb County
Project Title: Assistance with a Strategic Planning Retreat
Project Description: Facilitate a Strategic Planning Retreat for Middle Georgia Military Affairs Committee.

Community: Macon-Bibb County
Project Title: Job Search
Project Description: Assistance in searching for a Macon-Bibb County Industrial Authority Executive Director.

Community: City of Roberta
Project Title: COPS Hiring Program
Project Description: Preparation of grant application for the COPS Hiring Program.

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The local assistance requests were unanimously approved on a motion by Lee Slade and second by Matt Poyner.

7. Regional Leadership Champions

Laura Mathis gave an update on the Regional Leadership Champions Program. The program is a partnership between the Regional Commission and the Fanning Institute, with funding support from OEA. Ms. Mathis mentioned that Donovan Head and Tim Young who were present at the council meeting are part of the program. When the April session that met in Jones County earlier this month, among other things, the cohort undertook several economic development exercises that required conflict resolution, negotiating and collaboration. The May session will be in Putnam County where the group will start working on a vision for a diverse Middle Georgia. The June session will be in Macon-Bibb County. The program will not meet in July. The commissioning ceremony will be the last session in August, and it will be held at the Museum of Aviation.

8. Building Renovations

Ralph Nix gave an update on the renovation and expansion into the space next to the Regional Commission. Construction is underway and moving right along and should be completed in June.

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GOOD OF THE ORDER

Mayor Robert Reichert commented on the Georgia General Assembly revisited the transportation bill and that there was discussion that regions that did not pass the first round of the Transportation Special Purpose Local Option Sales Tax (TSPLOST) may be able to consider it again. Mayor Reichert asked that the Regional Commission review the Transportation Funding Act of 2015 to determine what it includes and the process that the middle Georgia regional would need to follow. Mr. Nix and Ms. Mathis reported that staff will prepare a briefing for the next Council meeting.

ANNOUNCEMENTS

Council Chair Westberry made the following announcements:

- i. ACCG Annual Meeting April 17 – 20 in Savannah.
- ii. Georgia Municipal Association will hold a 6th District Meeting April 22 at 6:00 p.m. at the Perry Arts Center.
- iii. MGRC Senior Expo May 14 at the Georgia National Fairgrounds in Perry.

ADJOURN

There being no further business, the April Council meeting was adjourned until May 14, 2015.