

MINUTES

Middle Georgia Regional Commission
Council Meeting
Thursday, March 10, 2016, 6:00 p.m.
175 Emery Highway, Suite C, Macon, Georgia

MEMBERS PRESENT:

BALDWIN COUNTY

John Westmoreland
Richard Mullins
Williams Millians
Denese Shinholster

Dick Bazemore
Melvin Lawrence
Edd Norris

CRAWFORD COUNTY

Charlie Westberry
Becky Smith
Paul Chapman
Robert Ray

PEACH COUNTY

Barbara Williams
James Richardson
James Khoury

HOUSTON COUNTY

Tommy Stalnaker
John Harley
George Slappey
Clifford Holmes

PULASKI COUNTY

Butch Hall
Henry Cravey
James Colson
Lee Slade
Tim Young

JONES COUNTY

Preston Hawkins
Jimmy Roberts
Francis Adams
Frank Duke
Stephen Tingen

PUTNAM COUNTY

Billy Webster
Walter Rocker
Terry Schwindler

MACON-BIBB COUNTY

Robert Reichert

TWIGGS COUNTY

Katheryn Epps
Shannon Hart

MONROE COUNTY

Michael Bilderback
Eric Wilson

WILKINSON COUNTY

Mark Dupree
Charles Brack
C. L. Brooks

GUESTS PRESENT:

Donovan Head, Field Representative for Austin Scott
Tonya Mole, Field Representative for DCA
Michelle Sands, Field Representative for Sanford Bishop
Jay Smith, Field Representative for Senator David Perdue
Brett Lavender, Chief Information Officer, Macon-Bibb County
Jaana Chapman, Paul Chapman's daughter

STAFF PRESENT:

Ralph Nix – Executive Director
Laura Mathis – Deputy Director
Brent Lanford – Deputy Director
Matt Garvin - Finance Officer
Jen Doran – Office Manager
Greg Boike - Sr. Government Services Specialist
Crystal Gaillard - Government Services Specialist
Jonathan Connell - Government Services Specialist
Sam Perren - Government Services Specialist
Kimberly Lowe - Government Services Specialist
Daniel Dobbins - Government Services Specialist
Robert O'Neil – Technology Services Specialist
Julie Hall – Aging Director
Nick Kouloungis- Technology Services Director
Mitchell Worthington- Finance Specialist
Kim Stanton – Executive Secretary
Kevin Brown – Attorney

CALL TO ORDER

Council Chairman Butch Hall called the March 10, 2016 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 26 voting and 13 non-voting members present.

OPENING CEREMONIES

a. Invocation and Pledge of Allegiance
Crawford County Council Member Paul Chapman gave the invocation and the council followed with the Pledge of Allegiance.

b. Welcome

Chairman Hall welcomed everyone to the March 10, 2016 Council meeting.

c. Introduction of New Members/Guests

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

Donovan Head, Field Representative for Austin Scott
Tonya Mole, Field Representative for DCA
Michelle Sands, Field Representative for Sanford Bishop
Jay Smith, Field Representative for Senator David Perdue
Brett Lavender, Chief Information Officer, Macon Bibb County
Jaana Chapman, Paul Chapman's daughter

STANDARD ORDER OF BUSINESS

a. Approval of Minutes of February 11, 2016 Council meeting

There were no corrections to the minutes of the February 11, 2016 Council meeting and they were unanimously approved on a motion by Mark Dupree and second by Paul Chapman.

b. Old Business

None to report

c. New Business

1. Report from Budget, Audit and Personnel Committee

- Proposed Budget Amendment #2 of FY 2016 Budget

Mayor Robert Reichert reported that the Budget, Audit and Personnel met on February 26, 2016 to develop and consider the proposed second amendment to the FY 2016 Budget as well as other items. Mayor Reichert thanked the Committee members who attended: Dick Bazemore, Charles Brack, Butch Hall, Shannon Hart, Clifford Holmes, Johnny Westmoreland, Charlie Westberry.

Mayor Reichert reported that after receiving an overview of the committee's responsibilities, two items from the 2015 Performance Audit conducted by the state were discussed.

- Staff was directed to provide additional information and research on the establishment of a target for fund balance which was a recommendation in the audit.

- The Committee voted for the Council Chair to review and approve the Executive Directors travel on a monthly basis.

The Committee reviewed and considered the proposed second amendment to the FY 2016 Budget. A copy of the proposed amendment was distributed prior to the meeting. The recommended total budget amendment is an increase of \$108,915 over the approved budget. On the revenue side, additional local government contracts have been executed since the last budget amendment. For federal revenues, several aging services contracts have been finalized and adjustments are required. On Pass-through funds, the Regional Commission has received an increased funding allocation for DHS Coordinated Transportation services.

Regarding expenditures, operating expense adjustments are based on projected expenditures for the remainder of the year. The capital outlay line item is proposed to increase to fund the necessary network costs associated with renovation and replacement of two domain servers.

Mayor Reichert indicated that Budget, Audit and Personnel Committee voted unanimously to recommend adoption of Budget Amendment #2 by the Council. In addition, Mayor Reichert indicated that no amendments to the Work Program were required as a result of Budget Amendment #2. Chairman Hall stated that because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to approve budget amendment #2.

The final item was a report on the positive-pay program with Wells Fargo that the Regional Commission is enrolled in. This program is designated to detect fraudulent checks presented. No action was taken related to the matter.

2. Resolution to Prepare and Submit GTA Section 5304 Application

Daniel Dobbins reported that the Middle Georgia Regional Commission is requesting authorization to submit an application to the Georgia Department of Transportation (GDOT) for a grant to continue funding the Transit Development process. This project allows the Regional Commission to create Transit Development plans at the county level. The Regional Commission has been undertaking this responsibility since 2007, and has created plans for all 11 counties within the region. This application will cover the update of plans for Crawford and Jones counties during Fiscal Year 2017.

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 Butch Hall, 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 submission of the FTA Section 5304 application was unanimously approved as presented on a motion by Mark Dupree and second by Terry Schwindler.

3. Local Assistance Requests

Sam Perren presented the following local assistance requests that have been received since the February Council meeting:

Community:	Baldwin County
Project Title:	Grant Assistance
Project Description:	Assistance with the preparation of a SAFER Grant Application.

Community: **City of Fort Valley**
Project Title: I-75 Corridor
Project Description: Assistance and support with GIS data collection, mapping, analysis, planning assistance and business analyst reports for the I-75 Corridor Council.

Community: **City of Gray**
Project Title: Redevelopment Plan
Project Description: Assistance with updating the City of Gray's Urban Redevelopment Plan.

Community: **Houston County**
Project Title: I-75 Corridor
Project Description: Assistance and support with GIS data collection, mapping, analysis, planning assistance and business analyst reports for the I-75 Corridor Council.

Community: **City of Jeffersonville**
Project Title: Revision of Ordinance
Project Description: Assistance with making minor revisions to the Business License Ordinance.

Community: **Jones County**
Project Title: Job Description Development
Project Description: Assistance with developing a job description for the new position at the Animal Control Facility.

Community: **Jones County**
Project Title: CDBG Grant Application
Project Description: Preparation of a CDBG Redevelopment Fund application for improvements for the water line connection to Baldwin County for an additional water supply in the Haddock area.

Community: **Macon-Bibb County**
Project Title: Grant Assistance
Project Description: Assistance with the preparation of a grant for additional resources to assist the Real IMPACT Center, Inc.

Community: **Macon-Bibb County**
Project Title: Grant Assistance
Project Description: Assistance with the preparation of a grant for storm water-wise "green" parking lot for downtown Macon as a teaching example.

Community: **City of Milledgeville**
Project Title: Development Plan
Project Description: Assistance with the development of a new comprehensive Land Use Plan for the City of Milledgeville.

Community: Peach County
Project Title: I-75 Corridor
Project Description: Assistance and support with GIS data collection, mapping, analysis, planning assistance and business analyst reports for the I-75 Corridor Council.

Community: City of Warner Robins
Project Title: Strategic Plan and Grant Assistance
Project Description: Assistance with the development of a strategic plan for the Museum of Aviation and grant writing services for the Museum of Aviation.

Mr. Perren also reported on several projects which were previously approved and have been completed. These projects included:

- Area Agency on Aging recently conducted training for caregivers caring for people with dementia. The project was funded through a partnership with the Rosalyn Carter Institute. Eighteen people received the training;
- Workforce Development staff has been working with Central Georgia Technical College over the last few months to start a new re-entry training program. Known as the E3 Career Jump Start Program E3 will educate, empower, and prepare returning citizens for employment. The first 4-week training class starts in April and will draw students from the Macon Transition Center. Upon completion, participants will receive four industry recognized credentials.

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

4. Revision to Office Policy Manual

Jen Doran reported that the Office Policies and Procedures Section 4, Paragraph J; *Mandatory Seatbelt Usage* is being added to further clarify the existing Motor Vehicle Policy. This amendment will satisfy the specific requirements for our GMA Liability Insurance and our ACCG Worker's Compensation Insurance, both of which request that we have a written commitment to mandatory company-wide seatbelt usage. The Regional Commission has a long-standing practice of requiring seatbelt use; this amendment makes it a written policy.

The revision to the Office Policy Manual to include Section 4 Paragraph J Mandatory Seatbelt Usage was unanimously approved on a motion by Charlie Westberry and second by Shannon Hart.

5. Approval of Regional Priorities

Laura Mathis reported that the contract for planning services between the Middle Georgia Regional Commission and the Georgia Department of Community Affairs (DCA) requires the submission of Regional Priorities. According to the guidance from DCA, these priorities should:

- Be based on issues and opportunities identified in a local or regional plan.
- Be important enough to warrant the Governor's attention (and the attention of the state agency heads and other officials who serve on the Commission on Regional Planning).
- Be current, meaning that the issue hasn't yet been addressed.
- Be actionable, in that the state agencies can do something to address or clarify the issue.

Based on the stakeholder input obtained during the Regional Plan process, the following regional priorities have been developed.

- Robins Air Force Base is the largest single site industrial complex in the state and has a \$2.7 Billion annual economic impact. Every effort should be made to protect the current missions and to promote the installation's capabilities to attract new missions.
- Middle Georgia is rich with archeological, natural, cultural resources that should be utilized to the greatest extent possible to promote heritage tourism without irreparable harm.
- Middle Georgia has a robust transportation infrastructure network that includes rail, roads, and airports that must be maintained and expanded as the economy of Middle Georgia, the State of Georgia, and the US grow.
- An over-reliance/over-dependence on any single industry sector hinders the regions ability to provide diverse employment opportunities and stability during shifts in the economy.
- Many communities, both urban and rural, are plagued by pockets of blight and areas of disinvestment that can deter new investment and population growth.
- Middle Georgia desires to be an age- friendly region where services and infrastructure exist to support the growing over 60 populations.
- Take advantage of Middle Georgia's post-secondary education resources.
- Middle Georgia has abundant water resources and agricultural lands that should be protected and utilized to support growth.

The Regional Priorities 2016-2017 was unanimously approved as presented on a motion by Lee Slade and second by Billy Webster.

6. Approval of AAA Service Provider FY 2017-2020

Julie Hall reported that the Area Agency on Aging issues an RFP process to select a community-based contracted service provider covering the four-year period, 2017 through 2020. The RFP

was issued on January 27, 2016 and proposals were due on February 25, 2016. One provider, Wilkinson County Board of Commissioners (WCBOC), is a Sole Source provider as defined by regulations through the Georgia Department of Human Services, Division of Aging Services. WCBOC is the current provider and no other responses were received.

The providers are as follows:

Congregate Meals:

City of Eatonton:	Putnam
Middle Georgia Community Action Agency:	Bibb, Crawford, Houston, Jones, Monroe, Peach, and Twiggs
Overview:	Baldwin
Pulaski County Council on Aging:	Pulaski
Wilkinson County Board of Commissioners:	Wilkinson

Home-Delivered Meals:

City of Eatonton:	Putnam
Houston County Council on Aging:	Houston
Middle Georgia Community Action Agency:	Peach and Twiggs
Meals on Wheels of Middle Georgia:	Bibb, Crawford, Jones, and Monroe
Overview:	Baldwin
Pulaski County Council on Aging:	Pulaski
Wilkinson County Board of Commissioners:	Wilkinson

Homemaker, Personal Care, and Respite Care Services:

ResCare Home Care:	All 11 counties
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Community Care Services Program Care Coordination:

McIntosh Trail Care Management:	All 11 counties
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Elderly Legal Assistance Program

Georgia Legal Services:	All 11 counties
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Evidence-Based Wellness Programs:

Volunteer Macon:	All 11 counties
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The AAA Service Providers for FY 2017-2020 was unanimously approved as presented on a motion by Shannon Hart and second by Paul Chapman.

GOOD OF THE ORDER

- a. Imagery Update

Nick Kouloungis reported that several of the communities are thinking about updates to their aerial imagery view. The imagery update would assist with LIDAR and other aerial data products. Mr. Kouloungis requested that if a county is consider acquiring new aerial photography that they contact the Regional Commission to determine if they may be able to partner with other counties for a volume discount.

b. Appointment of AAA Advisory Council Chair

Chairman Hall reported that the Regional Commission Aging Advisory Council is a group of consumers and providers who meet regularly with staff to provide input on aging matters. Chairman Hall appointed Grady Clemonts to serve as Chair of this group for the 2016-2018 term.

ANNOUNCEMENTS

Chairman Hall stated at the February meeting, the draft Regional Plan was approved for transmittal to DCA. After finding the plan complete, DCA published the plan for a public comment period that ends April 13, 2016. Please be sure to review the plan and make comments. A flyer was in each of the council packages.

The next MGRC Meeting will be April 14, 2016.

The next Budget, Audit & Personnel meeting will be May 20, 2016 at 10:00 a.m.

ADJOURN

There being no further business, the March Council meeting was adjourned until April 14, 2016.