

MINUTES

Middle Georgia Regional Commission
Council Meeting
Thursday, April 14, 2016, 6:00 p.m.
175 Emery Highway, Suite C, Macon, Georgia

MEMBERS PRESENT

BALDWIN COUNTY

John Westmoreland
Richard Mullins
Williams Millians

CRAWFORD COUNTY

Charlie Westberry
Becky Smith
Paul Chapman

HOUSTON COUNTY

John Harley
Clifford Holmes

JONES COUNTY

Preston Hawkins
Jimmy Roberts
Frank Duke

MACON-BIBB COUNTY

Robert Reichert
Lonnie Miley

MONROE COUNTY

Dick Bazemore

PEACH COUNTY

Alfredia Walker
James Richardson
James Khoury

PULASKI COUNTY

Butch Hall
Henry Cravey
Lee Slade
Tim Young

PUTNAM COUNTY

Billy Webster
Walter Rocker

TWIGGS COUNTY

Ken Fowler
Shannon Hart

WILKINSON COUNTY

Mark Dupree
Marty Dominy
C. L. Brooks
Jonathan Jackson

GUESTS PRESENT:

Jay Andrews, Crawford County Development Authority
Mark Hamlin, Crawford County Development Authority
Holly Hunt, SSBCI Program Manager for DCA
Tonya Mole, Field Representative for DCA
Xaviour Tucker, Fort Valley Development Authority

STAFF PRESENT:

Ralph Nix – Executive Director
Laura Mathis – Deputy Director
Brent Lanford – Deputy Director
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
Donnell Word - Government Services Specialist
Cam Yearty - Government Services Specialist
Robert O’Neil – Technology Services Specialist
Julie Hall – Aging Director
Sheknita Davis – Workforce Development Director
Karen Thompson – Director of Business Development
Nick Kouloungis- Technology Services Director
Kim Stanton – Executive Secretary

CALL TO ORDER

Council Chairman Butch Hall called the April 14, 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 21 voting and 10 non-voting members present.

OPENING CEREMONIES

- a. Invocation and Pledge of Allegiance

Houston County Council Member Clifford Holmes gave the invocation and the Council followed with the Pledge of Allegiance.

b. Welcome

Chairman Hall welcomed everyone to the April 14, 2016 Council meeting.

c. Introduction of New Members/Guests

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

Jay Andrews, Crawford County Development Authority
Mark Hamlin, Crawford County Development Authority
Holly Hunt, SSBCI Program Manager for DCA
Tonya Mole, Field Representative for DCA
Xaviour Tucker, Fort Valley Development Authority

INTRODUCTION OF GUEST SPEAKER

Karen Thompson, Director of Business Development for the MGRC introduced Holly Hunt, who joined the Georgia Department of Community Affairs as SSBCI Program Manager in February 2012 to establish and administer the SSBCI Program for the State of Georgia. Prior to joining the DCA, Holly worked for five years as CFO with Access to Capital for Entrepreneurs (ACE), a CDFI located in North Georgia. Before joining ACE, Holly enjoyed 22 years in the community banking industry. During her career in banking, she served as Internal Auditor and Chief Financial Officer of several community banks before serving as the organization's Chief Financial Officer for three new banks from 2001 to 2006.

GUEST SPEAKER

Holly Hunt, SSBCI Program Manager for DCA thanked the Council for the opportunity to speak. She discussed the Georgia State Small Business Credit Initiative Act of 2010, which is to strengthen state programs that leverage private lending to help finance small businesses and manufacturers that are creditworthy, but are not getting the loans they need to expand and create jobs.

The SSBCI Program offers credit enhancements for financial institutions and Community Development Finance Institutions while providing access to capital for underserved businesses in Georgia. Since the program rolled out in March of 2012, over \$38.4 million have been loaned or guaranteed to small businesses throughout Georgia. The program is available to all geographical locations in Georgia. More information can be found at their website www.georgia-sbci.org.

STANDARD ORDER OF BUSINESS

a. Approval of Minutes of March 10, 2016 Council meeting

There were no corrections to the minutes of the March 10, 2016 Council meeting. They were unanimously approved on a motion by Lee Slade and second by Billy Webster.

b. Old Business

i. Regional Transportation Sales Tax

Laura Mathis updated the Council on the regional transportation sales tax. Ms. Mathis stated that the majority of the counties in the Middle Georgia region passed resolutions to initiate the regional process. Ms. Mathis stated that they were waiting on the criteria, projections, and the members of the roundtable to be selected. The 22 members for the roundtable have been selected and the revenue projections have been received from the state economists. Ms. Mathis stated that the MGRC is waiting on the Local Share Distribution from GDOT. The MGRC received the proposed draft criteria from GDOT; however, the draft criteria will not be final until the roundtable votes on them. GDOT has requested comments on the draft criteria from MGRC staff, given this Ms. Mathis asked the Council if they want the MGRC to send the draft criteria to the local governments for comments. If so, staff would compile all of the comments and send them to GDOT by the May 2, 2016 deadline.

Upon motion by Paul Chapman and second by Shannon Hart, the Council requested that the draft criteria be sent to all local governments for comments which would be compiled and provided to GDOT. The motion was unanimously approved as presented.

c. New Business

i. Resolution to establish Safety Coordinator

Jen Doran reported on re-appointing the position of Safety Coordinator to oversee a safety program to assist with the loss prevention efforts of the Regional Commission, and to ensure compliance with certain safety rules and regulations that protect the well-being of Regional Commission employees and the general public. The duties of the Safety Coordinator will be assigned to the position of Office Manager.

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 14th day of April, 2016 the Middle Georgia Regional Commission Council, meeting in regular session, does hereby designate the position of Office Manager as the Safety Coordinator for the Middle Georgia Regional Commission.

The Resolution to re-appoint the Safety Coordinator was unanimously approved on a motion by Dick Bazemore and second by Mark Dupree.

ii. DHS Title VI Plan for Coordinated Transportation Program

Brent Lanford reported that for the Coordinated Transportation Program, the Regional Commission is required to have a Title VI Plan. In lieu of developing a separate Title VI Plan, the Regional Commission proposes to adopt and comply with the Georgia Department of Human Services Section's Title VI Plan. Upon completion, the plan will become effective July 1, 2016. The Plan was developed to guide the Department of Human Services, Transportation Section and its contractors in the administration and management of the Title VI related activities. It is designed to ensure that no person is excluded from participation in, or denied the benefits of, its transportation services on the basis of race, color or national origin, religion, gender, age, social status or disability. Existence of this program also offers the opportunity of receiving complaints from people that feel they have been subjected to discrimination. The principal objective of the Plan is to guarantee no discrimination against any person in the Coordinated Transportation Program.

Approval of the Title VI Plan as presented was unanimously approved on a motion by Tim Young and second by Jonathan Jackson.

iii. Local Assistance Requests

Cam Yearty presented the following local assistance requests that have been received since the March Council meeting:

Community: **Baldwin County**
Project Title: COPS Hiring Program
Project Description: Preparation of grant application for the COPS Hiring Program.

Community: **City of Forsyth**
Project Title: Grant Assistance
Project Description: Assistance in researching and obtaining planning grants for a city museum.

Community: **Peach County**
Project Title: Grant Assistance
Project Description: Preparation of grant application for the 2016 FEMA Fire Safety Education Grant.

Community: **Peach County**
Project Title: Grant Assistance
Project Description: Preparation of grant application for the Peach County EMS to assist with training needs for the community's first responders.

Community: **Peach County**
Project Title: Hazard Mitigation Plan
Project Description: Assistance with updating the county's Hazard Mitigation Plan.

Community: **City of Perry**
Project Title: Job Search
Project Description: Assistance with filling the Director of Economic Community Development position.

Community: **City of Perry**
Project Title: Grant Assistance
Project Description: Assistance in preparing an Assistance to Firefighters Grant (AFG) application.

Community: **City of Warner Robins**
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.

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

Public Administration:

- Three CDBG Applications submitted on April 1
 - City of Hawkinsville – \$500,000 for Sewer System Improvements
 - City of Jeffersonville – \$299,000 for Water and Sewer Improvements
 - Peach County – \$500,000 for Health Department Renovations
- Received funding notifications for three grants
 - Recreational Trails Program
 - City of Perry – \$100,000 for Big Indian Creek Waterway Trail Phase IV
 - Land and Water Conservation Fund
 - Jones County – \$53,900 for a Special Needs Playground
 - Crawford County – \$50,000 for Recreation Field Lighting

Information Technology:

- Extra-territorial website contract with Butts County
- GIS Data project with Baldwin County

GSBL:

- New website – www.gsbl.org
- Two loans in Columbus and Forsyth closed.

Workforce:

- New E3 Career Jumpstart Program – 4-week training program in partnership with Central Georgia Technical College

Aging:

- Assisting the Macon-Bibb Age-Friendly Workgroup with an update to their 2014-2016 Planning Document

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

iv. AT&T Grant Opportunity

Sheknita Davis reported that the MGRC received an invitation to apply for a \$12,000 grant from the AT&T Foundation to support a Workforce Development initiative. Four initiatives were submitted, three were the expansion of the E3 Career Jump Start Program and one idea was to partner with the Bibb County College and Career Academy. Staff is requesting authorization to formally apply to the AT&T Foundation.

Submission of an application to the AT&T Grant was unanimously approved on a motion by Robert Reichert and second by Johnny Westmoreland.

v. Waiting List Prioritization Policy

Julie Hall reported that the Department of Human Services, Division of Aging Services has required that the regional Area Agencies on Aging prioritize individuals placed on waiting lists for Older Americans Act services. Waiting list criteria includes serving individuals in the greatest need and their estimated wait time for service delivery should not exceed 12 months. A draft policy, developed in collaboration with the Aging Services Committee, was distributed prior to the meeting.

The adoption of the Waiting List Prioritization Policy was unanimously approved as presented on a motion by Shannon Hart and second by John Harley.

vi. Resolution to Honor Butch Swinney on the occasion of his retirement

Julie Hall reported that Butch Swinney, GeorgiaCares Coordinator has announced his retirement after 15 years of service. He has been a valued and long-term employee of the Middle Georgia Regional Commission. A resolution has been prepared honoring Butch.

WHEREAS, Emmett “Butch” Swinney has served the Middle Georgia Regional Commission faithfully as an employee for over fifteen years, having started work on December 1, 2000;

WHEREAS, Butch has devoted his career to the field of human services through his work in the Area Agency on Aging at the Middle Georgia Regional Commission;

WHEREAS, he is completing his career in a “job he loves” as the GeorgiaCares Coordinator, a position he has excelled at providing thoughtful healthcare advice to the most vulnerable of clients;

WHEREAS, Butch has been a faithful and dedicated advocate for the older adults and individuals with disabilities in Middle Georgia, having worked tirelessly as a Medicare beneficiary and healthcare solutions expert;

WHEREAS, his commitment to achieving high performance standards has been sustained through participation in numerous after-hours and weekend outreach events, including health fairs and presentations to community service organizations;

WHEREAS, he is a valuable member of the Middle Georgia Regional Commission staff, having garnered the respect and admiration of Commission staff, management, Council leadership, member governments and the general public at-large; and

WHEREAS, Butch has requested retirement effective April 28, 2016; and

WHEREAS, the Middle Georgia Regional Commission Council has accepted his request with appreciation for his many years of service.

NOW, WHEREFORE, BE IT RESOLVED that the Council and staff of the Middle Georgia Regional Commission hereby thank Butch for his faithful and dedicated service, acknowledging his contributions, and wishing him a much deserved and rewarding retirement.

The resolution to honor Butch Swinney was unanimously approved as presented on a motion by Ken Fowler and second by Shannon Hart.

vii. Resolution to Honor Nick Kouloungis on nine years of service

Brent Lanford reported that Nick Kouloungis, Director of Technology Services, has accepted a position with the City of Louisville Kentucky and will be relocating at the end of April. A resolution has been prepared to Nick Kouloungis on his nine years of service.

WHEREAS, Nick Kouloungis joined the staff of the Middle Georgia Regional Commission (MGRC) on January 16, 2007; and

WHEREAS, he has faithfully dedicated his career to the development and provision of innovative technology and geospatial-based services for the MGRC and its constituent member governments; and

WHEREAS, Nick has consistently demonstrated an outstanding work ethic, as seen in his management of the MGRC Technology Services Department and in the standards of excellence he set for its staff; and

WHEREAS, Nick has earned the respect and admiration of MGRC leadership, member governments, state agencies and Regional Commission cohorts around the State by generously sharing his expertise and knowledge; and

WHEREAS, his work as Technology Services Director has certainly contributed to the MGRC being nationally recognized with a 2014 Significant Achievement in GIS (SAG) award, the geospatial industry's highest honor; and

WHEREAS, Nick demonstrated strong leadership traits while working with former City of Macon and Bibb County IT staff to assist in the development of a computer network for the newly consolidated Macon-Bibb County government; and

WHEREAS, he has faithfully, and with dedication, supported the mission, objectives and goals of the MGRC; and

WHEREAS, the governing Council of the Middle Georgia Regional Commission wishes to convey its great appreciation for work well done.

NOW, THEREFORE, BE IT RESOLVED that the Council and staff of the Middle Georgia Regional Commission congratulate Nick Kouloungis upon the completion of nine years of service and extend their warmest wishes for continued wellness, prosperity and happiness in the years ahead.

The resolution to honor Nick Kouloungis was unanimously approved as presented on a motion by Robert Reichert and second by Lee Slade.

GOOD OF THE ORDER

None

ANNOUNCEMENTS

The next MGRC Meeting will be May 12, 2016.

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

ADJOURN

There being no further business, the April Council meeting was adjourned until May 12, 2016.