

MINUTES

Middle Georgia Regional Commission
Council Meeting
Thursday, June 9, 2016, 6:00 p.m.
175 Emery Highway, Suite C, Macon, Georgia

MEMBERS PRESENT

BALDWIN COUNTY

Richard Mullins
Matt Poyner
Denese Shinholster

CRAWFORD COUNTY

Charlie Westberry
Robert Ray
Paul Chapman
Becky Smith

HOUSTON COUNTY

John Harley
George Slappey

JONES COUNTY

Francis Adams
Jimmy Roberts
Frank Duke
Preston Hawkins

MACON-BIBB COUNTY

Robert Reichert

MONROE COUNTY

Dick Bazemore
Eric Wilson
Mike Bilderback

PEACH COUNTY

James Khoury
Melvin Walker

PULASKI COUNTY

James Colson
Lee Slade
Tim Young
Henry Cravey

PUTNAM COUNTY

Terry Schwindler
Billy Webster
Walter Rocker

TWIGGS COUNTY

Kathryn Epps
Shannon Hart
Ken Fowler

WILKINSON COUNTY

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

MIDDLE GEORGIA

Charles Sims

GUESTS PRESENT:

Bubber Epps, Georgia State Representative, District 144
George Lee, Field Representative for Lieutenant Governor Casey Cagle
Tonya Mole, Field Representative for DCA
Michelle Sands, Field Representative for Congressman Sanford Bishop
Jay Smith, Field Representative for Senator David Perdue
Andrew Ross, Field Representative for Senator Johnny Isakson
Mike Dodd, Councilmember, City of Forsyth
Rebecca Rocker, wife of Mayor Walter Rocker

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
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
Sheknita Davis – Workforce Development Director
Karen Thompson – Director of Business Development
Delores Britt – Loan Processing and Servicing Specialist
Tyler Garrison - Special Projects Coordinator
James Johnson - Career Development Specialist
Andrea Jones - Career Development Facilitator
Howard Scott - One Stop Coordinator
Mitchell Worthington – Finance Specialist
Crystal Vaughn – Senior Finance Specialist
Matt Garvin - Finance Officer
Kim Stanton – Executive Secretary
Gwen Presley – Office Secretary

CALL TO ORDER

Council Vice-Chairman Robert Reichert called the June 9, 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 23 voting and 12 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

Council Vice-Chairman Robert Reichert welcomed everyone to the June 9, 2016 Council meeting.

c. Introduction of New Members/Guests

Council Vice-Chairman Robert Reichert acknowledged the following guests at the Regional Commission Council Meeting:

Bubber Epps, Georgia State Representative, District 144
George Lee, Field Representative for Lieutenant Governor Casey Cagle
Carolyn Dallas, Field Representative for Congressman Jody Hice
Michelle Sands, Field Representative for Congressmen Sanford Bishop
Jay Smith, Field Representative for Senator David Perdue
Andrew Ross, Field Representative for Senator Johnny Isakson
Mike Dodd, Councilmember, City of Forsyth
Rebecca Rocker, wife of Mayor Walter Rocker

STANDARD ORDER OF BUSINESS

a. Approval of Minutes of May 12, 2016 Council meeting

There were no corrections to the minutes of the May 12, 2016 Council meeting. They were unanimously approved on a motion by Charlie Westberry and second by George Slappey.

b. Old Business

Recommendation of the Budget, Audit and Personnel Committee Regarding Target Fund Balance

Dick Bazemore reported that the Budget, Audit and Personnel Committee met on May 20, 2016 to address a number of matters. On behalf of the Committee Chair, Mayor Robert Reichert, he wanted to thank the committee members: Robert Reichert, Billy Webster, Charles Brack, Dick Bazemore, Clifford Holmes, Shannon Hart, Johnny Westmoreland, Butch Hall and Charlie Westberry for their attendance and active participation.

The first item for consideration was the establishment of a target fund balance for the Regional Commission. This was in response to the Georgia Department of Audits Performance Audit finding earlier this year that the Middle Georgia Regional Commission does not have a target fund balance. The Committee reviewed the 10-year history of the fund balance for the Middle Georgia Regional Commission and surveyed other regional commissions for their policies. At the end of fiscal year 2015, the Regional Commission has the equivalent of five months operating expenses available. After careful consideration, the Budget, Audit and Personnel Committee recommends the establishment of a target fund balance of two months of operating expenditures, which is a recommended best practice by Government Finance Officers Association for local governments.

Dick Bazemore made a motion to approve the fund balance target. Because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to approve the fund balance target of two months operating expenditures.

c. New Business

i. Local Assistance Requests

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

Community:	Baldwin County
Project Title:	Grant Assistance
Project Description:	Preparation of a grant for the 2016 Byrne JAG Program.

Community: City of Byron
Project Title: City Lighting Request
Project Description: Assistance with preparation of a letter to GDOT for high mass lighting on Exit 149 in Byron for better visibility and overall enhanced exit appearance.

Community: City of Hawkinsville
Project Title: Redevelopment Plan
Project Description: Assistance with updating the City of Hawkinsville/Pulaski County's Urban Redevelopment Plan.

Community: City of Irwinton
Project Title: Website Assistance
Project Description: Assistance in developing and maintaining a new website for the City of Irwinton.

Community: Town of Ivey
Project Title: Traffic Study
Project Description: Assistance with a feasibility study on the truck traffic along the Fall Line Freeway.

Community: Jones County
Project Title: Job Selection
Project Description: Assistance with the selection of candidates for the position of County Administrator.

Community: City of McIntyre
Project Title: Revision of Personnel Manual
Project Description: Assistance in revising the personnel manual for the City of McIntyre.

Community: City of Perry
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

Worked with the City of Irwinton to develop and adopt a new Personnel Plan.

Technology Services

MGRC was selected by ACCG to provide a narrative describing the application of geospatial (GIS) data and analysis services to the regionalization of EMS throughout the State of Georgia. Technology Services staff provided ACCG with the requested information this month. Based on the quality of the narrative provided, ACCG has asked MGRC to provide additional GIS-based maps for inclusion in their report. These maps will include the representation of statewide health-related demographics and services, including a completely new statewide map of all EMS zones and services in Georgia.

Georgia Small Business Lender

1. GSBL closed on two loans for a small plastics manufacturer in Peach County (Byron). The total project cost is \$1.6 million. The project will save nine existing jobs and create five more in the next two years.
2. GSBL is closing on a loan next week for a personal care home in Spalding County (just outside of our region). The total project cost is \$900,000. This project will create 15 jobs.

Workforce Development

Middle Georgia Regional Commission Department of Workforce Development applied for an AT&T Aspire Educational Initiative Grant in April 2016. We are glad to announce that we were one of nine organizations in the state that was awarded this \$12,000 grant. These funds will be used to assist 114 students at the WS Hutchings College and Career Academy enrolled in the aviation, welding, and CNA programs to pay for their professional licensure, uniforms, and required health screenings. This is a great partnership with the Bibb County Board of Education to help students be career ready when they leave high school. There is the opportunity to win up to an additional \$8,000 through a twitter social media campaign by sharing a short video created by staff. In order to secure these additional funds, we will be looking for many, many re-tweets from you!

Mr. Yearty reported that this week, the Georgia Department of Community Affairs announced a new application cycle for the Georgia Initiative for Community Housing (commonly called GICH). GICH is a program designed to improve the quality of life in communities through the development of housing revitalization strategies. They plan to accept five additional communities

to start the program next year. Applications are due by September 9. For more information, you can contact the MGRC staff if you are interested in participating in this program.

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

ii. Resolution to Authorize Operations Agreement with GSBL

Laura Mathis reported that since its inception in 1983, the Middle Georgia Regional Commission has provided staff and services to Georgia Small Business Lender (GSBL). Historically the agreement for services has been an annual agreement, however, the U.S. Small Business Administration (SBA) permits a five-year agreement. For the period beginning July 1, 2016, GSBL would like to change to a five-year term for operational efficiency.

WHEREAS, the Board of Directors of Georgia Small Business Lender, Inc. held a meeting on May 18, 2016, at Middle Georgia Regional Commission, Macon, Georgia, where a quorum was present, and;

WHEREAS, Georgia Small Business Lender, Inc. has agreed to enter into an Operations or Management Agreement with Middle Georgia Regional Commission, and;

WHEREAS, as a condition of the contract, the U.S. Small Business Administration requires certain certifications from Georgia Small Business Lender, Inc. to remain in good standing as Certified Development Company (CDC) operating the SBA 504 Loan Program.

NOW THEREFORE, in order to accomplish the above, the following is adopted by unanimous consent of the Board of Directors of Georgia Small Business Lender, Inc.:

- 1) The Operations Agreement or Management Contract between Georgia Small Business Lender, Inc. and Middle Georgia Regional Commission is in compliance with the U.S. Small Business Administration policies and procedures. More particularly the contract is in compliance with 13 CFR sections 120.824 and 120.825.
- 2) As a condition of allowing Middle Georgia Regional Commission to contract for management and operations services, Georgia Small Business Lender, Inc. acknowledges that the contract is subject to pre-approval and review by SBA.

- 3) Georgia Small Business Lender, Inc. agrees that a copy of the contract will be included with its Annual Report filed each year with the U.S. Small Business Administration.
- 4) Georgia Small Business Lender, Inc. has established that the fees charged for the services provided in the management contract are customary and reasonable after review of the most recent NADCO Certified Development Company salary survey.

The Resolution to Authorize the Operations Agreement with GSBL was unanimously approved on a motion by Mark Dupree and second by Walter Rocker.

iii. Contract Award for Aging Services Providers

Brent Lanford reported that the following organizations have been selected through an RFP process and were provisionally awarded contracts during the March 2016 MGRC Council meeting to provide community-based services in Middle Georgia. Provisional contracts were awarded at that time to account for any appeals or reconsiderations to date and prior to the start of services on July 1, 2017.

The providers are as follows:

Congregate Meals:

City of Eatonton:

Middle Georgia Community Action Agency:

Putnam County

Crawford, Houston, Jones,
Macon-Bibb, Monroe, Peach, and
Twiggs counties

Overview:

Pulaski County Council on Aging:

Wilkinson County Board of Commissioners:

Baldwin County

Pulaski County

Wilkinson County

Home-Delivered Meals:

City of Eatonton:

Houston County Council on Aging:

Middle Georgia Community Action Agency:

Meals on Wheels of Middle Georgia:

Putnam County

Houston County

Peach and Twiggs counties

Crawford, Jones, Macon-Bibb, and
Monroe counties

Overview:	Baldwin County
Pulaski County Council on Aging:	Pulaski County
Wilkinson County Board of Commissioners:	Wilkinson County

<u>Homemaker, Personal Care, and Respite Care Services:</u>	
ResCare Home Care:	All 11 counties

<u>Community Care Services Program Care Coordination:</u>	
McIntosh Trail Care Management:	All 11 counties

<u>Elderly Legal Assistance Program</u>	
Georgia Legal Services:	All 11 counties

<u>Evidence-Based Wellness Programs:</u>	
Volunteer Macon:	All 11 counties

The Contract Award for Aging Services was unanimously approved on a motion by Mark Dupree and second by Terry Schwindler.

iv. Contract Award for Youth Services Workforce Development Provider

Council Vice-Chairman Robert Reichert asked if any Council Member has a duality of interest or conflict of interest, real or perceived with Goodwill Industries or Paxen Learning Corporation, to please indicate their conflict and leave the room. No conflict was reported.

Sheknita Davis reported that in accordance with the Workforce Innovation and Opportunity Act (WIOA) and on behalf of the Macon-Bibb Workforce Development Board, the Regional Commission solicited proposals for youth service providers for the period that begins July 1, 2016.

Paxen Learning Corporation and Goodwill Industries submitted proposals on May 13, 2016. A Review Committee appointed by the Workforce Development Board independently evaluated the proposals based on the following evaluation criteria: program design, qualifications, proposed performance, fiscal responsibility, budget, and general responsiveness. After independently reviewing and scoring the proposals, the Youth Review Committee met on May 26, 2016 to discuss the proposals.

The Review Committee made its recommendation to the full Workforce Development Board that the contract be awarded to Paxen Learning Corporation.

The Contract Award for Youth Services to Paxen Learning Corporation for a period of July 1, 2016 to June 30, 2017 with the option to extend for two additional years was unanimously approved on a motion by Mark Dupree and second by Billy Webster.

- v. Recommendation of the Budget, Audit and Personnel Committee Regarding 2016 Budget

Amendment #3 to FY 2016 Budget

Dick Bazemore reported that the committee considered Amendment #3 to the Fiscal Year 2016 Budget. This is the final amendment for the year; which in large measure adjusts line-items to be closer to projected year-end numbers. A line-item detail budget was included in your package. The budget amendment includes a couple of items of note:

- Reclassification of aging funds from state/federal to pass-through, allowing more seniors to be served.
- A contribution of \$25,000 to the pension plan, above the required minimum contribution.
- Adjustments to workforce expenditures based on the budget set by the Workforce Development Board.
- There is \$130,677 available for unrestricted fund balance or for other purposes.

Dick Bazemore made a motion to approve the FY 2016 Budget Amendment #3. Council Vice-Chairman Robert Reichert 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 #3 of the 2016 budget.

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

a. 2017 Dues Structure

Dick Bazemore reported that the committee discussed the dues structure for fiscal year 2017. In order to maintain our ability to attract federal and state dollars and to maintain and expand the level of service provided, the Middle Georgia Regional Commission Council implemented a three-year increase that began in fiscal year 2015.

The Budget, Audit and Personnel Committee recommends the dues rate for FY 2017 at \$1.30 per capita using the most recent population estimates available from the US Census Bureau.

Dick Bazemore made a motion to approve the FY 2017 Dues Structure. Council Vice-Chairman Robert Reichert stated that because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to approve the 2017 Dues Structure.

b. Mileage Reimbursement Rate for 2017

Dick Bazemore reported that the Committee discussed the mileage reimbursement rate for use of personal vehicles for Commission business. Rather than set a specific rate each year, staff recommended that the Commission policy state that the federal mileage reimbursement rate will be utilized going forward. This would allow the rate to automatically adjust whenever the federal government adjusted it, without further action by the Council.

Dick Bazemore made a motion to approve the mileage reimbursement rate as the same as the federal rate. Council Vice-Chairman Robert Reichert stated that because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to approve the Mileage Reimbursement Rate.

c. Benefits Renewal and Wellness Program for 2017

Dick Bazemore 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 recommend the following:

- Health Insurance with Humana and a continuation of the wellness program and the medical deductible benefit. Health insurance is a cost share with employees.
- Dental Insurance with Lincoln and Vision insurance with Eyemed. For both of these, the Regional Commission provides employee coverage and employees can purchase family coverage.
- Life Insurance with Lincoln. The Regional Commission provides a \$50,000 policy for all employees.
- Voluntary Workplace Benefits provided by Colonial. This is 100 percent funded by the employee.

Dick Bazemore made a motion to approve the Benefits Renewal and Wellness Program. Council Vice-Chairman Robert Reichert 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.

d. FY 2017 Budget

Dick Bazemore reported that the Budget, Audit and Personnel Committee reviewed the proposed FY 2017 budget. A detailed line-item budget was included in the Council package. The proposed budget is balanced with no funds needed from fund balance. The total budget is \$12.4 million, slightly less than the FY 2016 budget of \$12.7. The Budget, Audit and Personnel Committee recommends adoption of the FY 2017 Budget as presented.

Dick Bazemore made a motion to approve the FY 2017 Budget. Council Vice-Chairman Robert Reichert 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.

e. FY 2017 Initial Work Program

Dick Bazemore reported that each year, the Regional Commission adopts a work program that outlines the initiatives, programs and services of the Regional Commission. The Committee recommends adoption of the FY 2017 Initial Work program.

Dick Bazemore made a motion to approve the FY 2017 Initial Work Program. Council Vice-Chairman Robert Reichert stated that because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to approve the Initial Work Program.

vii. Recommendation of the Budget, Audit and Personnel Committee Regarding 2017 Budget

Determination of Performance of Middle Georgia Regional Commission

Dick Bazemore reported that in 1993, the Regional Commission established performance standards for the Council to annually determine the success of the organization. A copy of the standards was included in the Council package. The Committee discussed the performance and determined that the Regional Commission effectively performed during FY 2016.

Dick Bazemore made a motion that the Regional Commission met or exceeded all of the performance measures. Council Vice-Chairman Robert Reichert 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.

In addition to the performance of the organization, the Committee also reviewed the performance of Executive Director Ralph Nix utilizing several criteria. After discussion, the

Committee determined that Mr. Nix had satisfactorily performed his duties in 2016 and wished Mr. Nix a long and happy retirement.

Dick Bazemore made a motion that the Executive Director met or exceeded all of the performance measures. Council Vice-Chairman Robert Reichert 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.

Dick Bazemore reported that at the previous Council meeting that Ralph Nix had announced his retirement effective June 30, 2016. It is fitting and proper that the Council adopt a resolution in recognition for outstanding public service for the past 43 years.

WHEREAS: Ralph Nix has served the communities of Middle Georgia, with faith and dedication, over four decades of his professional career at the Middle Georgia Regional Commission and its predecessor organizations; and

WHEREAS: Mr. Nix began his career in public service in 1963 with the U.S. Air Force, having earned the rank of Sergeant as a member of two separate "Outstanding Unit Awarded" squadrons; and

WHEREAS: Mr. Nix served as a case worker for the Bibb County Department of Family and Children Services from October 1970 to December 1972 before applying for a position with the Middle Georgia Area Planning Commission; and

WHEREAS: Mr. Nix started his distinguished career with the Middle Georgia Area Planning Commission in 1973 as Housing Coordinator and continued progressing through a series of positions in planning, economic development, and small business loan programs, up to his promotion to Assistant Executive Director in 1989; and

WHEREAS: During this time, Mr. Nix was instrumental in establishing the organization as an officially-designated Economic Development District with the U.S. Department of Commerce, affording the investment of federal funds to support economic development; and

WHEREAS: Mr. Nix was responsible for launching the effort to establish the organization as a Certified Development Corporation under the U.S. Small Business Administration, thus creating an instrument to spur the region's economic vitality through small business lending programs; and

WHEREAS: In July 2006, the Board of the Middle Georgia Regional Development Center appointed Mr. Nix to Executive Director, a position he has since served with excellence, and;

WHEREAS: After 43 years of service, Mr. Nix has announced his plans to retire on June 30, 2016;

NOW THEREFORE BE IT HEREBY RESOLVED that the Middle Georgia Regional Commission expresses its sincere appreciation to Mr. Ralph Nix on the occasion of his retirement; and

BE IT FURTHER RESOLVED that the Council accepts and approves Mr. Nix's application for retirement; and

BE IT FURTHER RESOLVED that Mr. Nix has been exceptionally dependable, loyal to the Commission and its purpose, a crucial part of the management team and exhibited leadership in the areas of service, initiative, job knowledge, perseverance and cooperation; and

BE IT FURTHER RESOLVED that the Council wishes Mr. Nix a long and happy retirement and much success in his future endeavors.

The resolution to recognize Ralph Nix for his outstanding public service was unanimously approved on a motion by Ken Fowler and second by Terry Schwindler.

Ralph Nix stated that he is grateful to be part of the Middle Georgia area and serve the communities, and to work with a great staff.

Additional Presentations:

Henry Cravey on behalf of The City of Hawkinsville and Pulaski County presented a resolution recognizing his career in public service and proclaiming that June 9, 2016 as Ralph Nix Day.

Billy Webster on behalf of Putnam County presented a resolution recognizing him for his faithful service to the Middle Georgia region and proclaiming that June 30, 2016 as Ralph Nix Day in Putnam County.

Mayor Eric Wilson on behalf of the City of Forsyth presented a resolution recognizing Ralph Nix for his 43 years of public service with the Middle Georgia Regional Commission and proclaiming June 22, 2016 as Ralph Nix Day.

Chairman Melvin Walker on behalf of Peach County Board of Commissioners presented a plaque to Ralph Nix recognizing him for his outstanding efforts in Peach County and the region.

Mayor Robert Reichert stated that at the May Council meeting, the Budget, Audit and Personnel Committee was authorized to undertake a process to nominate a qualified candidate for the position of Executive Director for consideration by the Council tonight to be effective July 1, 2016.

Dick Bazemore reported that during the Budget, Audit and Personnel Committee meeting on May 20, Mr. Nix was instructed to advertise the position of Executive Director internally and to receive resumes until June 3. Two resumes were received and interviews were conducted on June 8 in an open meeting. After careful consideration, the Budget, Audit and Personnel Committee recommends the appointment of Laura Mathis for the position of Executive Director beginning July 1, 2016 with a starting pay grade of 38-4.

Dick Bazemore made a motion that Laura Mathis be appointed Executive Director. Because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to approve the appointment.

Laura Mathis thanked the Council for the opportunity to serve as the next Executive Director.

ANNOUNCEMENTS

- a. There will be a retirement celebration for Ralph Nix, June 22, 2016 from 4:00 – 7:00 p.m. at the Middle Georgia Regional Commission.
- b. There is no Council meeting in July.
- c. Next MGRC Meeting will be August 11, 2016.

ADJOURN

There being no further business, the June Council meeting was adjourned until August 11, 2016.