

**MINUTES**

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

MEMBERS PRESENT

BALDWIN COUNTY

William Millians  
John Westmoreland

CRAWFORD COUNTY

Charles Westberry  
Brent Lowe  
Paul Chapman  
Becky Smith

HOUSTON COUNTY

John Harley  
George Slappey

JONES COUNTY

Jimmy Roberts  
Frank Duke  
Preston Hawkins

MACON-BIBB COUNTY

Robert Reichert  
Bert Bivins

MONROE COUNTY

Dick Bazemore  
Eric Wilson  
Michael Bilderback

PEACH COUNTY

James Khoury  
James Richardson

PULASKI COUNTY

Tim Young  
Henry Cravey  
Lee Slade  
Butch Hall

PUTNAM COUNTY

Terry Schwindler  
Walter Rocker  
Billy Webster

TWIGGS COUNTY

Kathryn Epps  
Shannon Hart

WILKINSON COUNTY

Marty Dominy  
Jonathan Jackson

MIDDLE GEORGIA

James Vaughn  
Charles Sims

GUESTS PRESENT:

Trevor Addison - Commissioner Elect, Putnam County  
Greg Ziesenhene - Field Representative for Senator David Perdue  
Chris Edwards- McNair, McLemore, Middlebrooks & Co.  
Pat Muse - McNair, McLemore, Middlebrooks & Co.  
Mark Hamlin - Crawford County Industrial Authority  
Jay Andrews - Crawford County Industrial Authority  
Brenda Carroll - Crawford County Industrial Authority

STAFF PRESENT:

Laura Mathis – Executive Director  
Brent Lanford – Deputy Director  
Jen Doran – Office Manager  
Terrilyn Hannah – Director of Workforce  
Michelle Grembowski – Director of Information Technology  
Julie Hall - Director of Area Agency on Aging  
Greg Boike – Director of Public Administration  
Sam Perren - Government Services Specialist  
Kimberly Lowe - Government Services Specialist  
Daniel Dobbins - Government Services Specialist  
Marsellas Williams - Government Services Specialist  
Jonathan Connell - Government Services Specialist  
Kayleigh Sullivan - Government Services Specialist  
Robert O’Neil – Technology Services Specialist  
Matt Garvin - Finance Officer  
Kevin Brown – Attorney  
Kim Stanton – Executive Secretary

CALL TO ORDER

Council Chairman Butch Hall called the November 10, 2016 meeting to order at 6:00 p.m.

ROLL CALL

Executive Secretary Kim Stanton called the roll and indicated that a quorum was present with 22 voting and 9 non-voting members present.

OPENING CEREMONIES

- a. Invocation and Pledge of Allegiance

Council Chairman Butch Hall asked for a moment of silence be observed in honor of the two Peach County Deputies who were killed in the line of duty.

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

b. Welcome

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

c. Introduction of New Members/Guests

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

Trevor Addison – Commissioner Elect, Putnam County  
Greg Ziesenhene, Field Representative for Senator David Perdue  
Chris Edwards- McNair, McLemore, Middlebrooks & Co.  
Pat Muse - McNair, McLemore, Middlebrooks & Co.  
Mark Hamlin, Crawford County Industrial Authority  
Jay Andrews, Crawford County Industrial Authority  
Brenda Carroll, Crawford County Industrial Authority

STANDARD ORDER OF BUSINESS

a. Approval of Minutes of October 13, 2016 Council meeting

There were no corrections to the minutes of the October 13, 2016 Council meeting. They were unanimously approved on a motion by Paul Chapman and second by Billy Webster.

b. Report of Budget, Audit & Personnel Committee

i. Presentation of the 2016 Audit

Committee Chair Robert Reichert reported that the Committee met October 28, 2016. Members in attendance were: Dick Bazemore, Charles Brack, Butch Hall, Shannon Hart, Billy Webster, and Johnny Westmoreland, in addition to himself. A copy of the Management Discussion and Analysis was included in the Council package. Chairman Reichert reported that for FY 2016 the Regional Commission received an unmodified opinion with no audit findings.

Chris Edwards, McNair, McLemore, Middlebrooks & Co. began by covering the Comprehensive Annual Financial Report (CAFR) ending June 30, 2016. A CAFR is the fullest extent of financial

reporting that a government entity can give. Council members are encouraged to read the Letter of Transmittal and the Management's Discussion and Analysis which provides a narrative and subjective overview of the entire operations of the Regional Commission. Mr. Edwards also noted that this report will be submitted to the Government Finance Officers Association for consideration of a Certificate of Achievement for Excellence in Financial Reporting. This certificate is awarded based on adherence to reporting and presentation standards. Less than one percent of governments who file a CAFR receive this certificate. There are four sections that are included in the report; the Introductory Section, Financial Section, Statistical Section and the Single Audit Section. Some of the areas highlighted include: Independent Auditors Report, Management Discussion and Analysis, Basic Financial Statements, Government-wide Financial Statements, and Fund Financial Statements. Mr. Edwards feels confident that the Middle Georgia Regional Commission will receive another Certificate of Achievement as it has for the past 21 years because this report is in complete compliance.

Committee Chair Robert Reichert made a motion to approve the audit presentation. Because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to accept the audit and approved it for distribution.

ii. Adoption of FY 2017 Budget Amendment #1 and Work Program Amendment #1

Committee Chair Robert Reichert reported that the Budget, Audit and Personnel Committee met and approved the Proposed Budget Amendment #1 to the FY 2017 budget. A copy of the proposed amendment was distributed to the Council. The total budget amendment is an increase of \$1,109,086 over the approved budget. On the revenue side, additional local government contracts have been executed since the original budget. Regarding federal and state revenues, several contracts have been received and adjustments are required. In pass-through funds, we have received updated funding allocations for Aging services.

Regarding expenditures, adjustments are proposed to reflect the Department of Defense grant, as well as Aging services and Workforce Development programs.

Chairman Robert Reichert reported that in addition, the Committee reviewed and recommends changes to the Work Program to incorporate the projects included in the budget amendments.

Committee Chair Robert Reichert made a motion to approve the proposed budget and work program amendments #1. Because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to accept the budget and work program amendments #1.

iii. Adoption of Procurement Policy

Committee Chair Robert Reichert reported that the Budget, Audit and Personnel Committee reviewed and considered a draft procurement policy. The policy, which was included in the package, outlines the processes by which purchases will be made by the Regional Commission. After careful consideration, the Budget, Audit and Personnel Committee recommends the adoption of the proposed Procurement Policy to be effective immediately.

Committee Chair Robert Reichert made a motion to approve the proposed procurement policy. Because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to accept the procurement policy.

#### iv. Update to Compensation System and FLSA Compliance

Committee Chair Robert Reichert reported that the Budget, Audit and Personnel Committee reviewed and discussed several recommendations for changes to the compensation system of the Regional Commission. Changes to the federal Fair Labor Standards Act go into effect on December 1, 2016 regarding overtime pay. This policy change required a review of each position. In addition, it has been a long time since the Commission conducted a complete review and update of its compensation system. Following several months of updating each job description and evaluating each position, the Budget, Audit and Personnel Committee recommends the following:

**Recommendation 1:** Maintain a 3 percent increase between steps on each pay grade.

The current pay scale is a grade/step system with a 6 percent increase between grades resulting in 39 grades and 30 steps. Within each grade, there is a reduction in the percentage between steps 11-20. Restoring a 3 percent increase between steps will maintain uniformity across the scale. No other changes to the scale are recommended.

**Recommendation 2:** Implement the following FLSA classifications, effective December 1:

- Positions between grade 1 and 19 as Non-Exempt, regardless of duties.
- Positions at grade 20 and above as Exempt, if duties are Exempt.

**Recommendation 3:** Assign new (or confirm existing) pay grades for each position, effective December 1, 2016.

Each position in the organizational chart has been reviewed and scored based on the essential duties, required skill sets/credentials, as well as other job factors in the revised job descriptions. A new grade has been assigned to each position based on the scoring rubric, a schedule of all positions was distributed prior to the meeting.

**Recommendation 4:** Compensate employees in Non-Exempt positions with overtime pay for all work exceeding a 40-hour work week.

As a public employer, the Regional Commission may implement overtime pay or compensatory time for employees in Non-Exempt positions. It is recommended that the Middle Georgia Regional Commission implement overtime pay rather than compensatory time off. All overtime must be approved in advance by the Department Head, who are empowered to adjust an employee's work schedule within the work week.

**Recommendation 5:** Implement a new work week from Thursday at 12:00 (midnight) to 11:59 p.m. the following Wednesday with payroll to occurring bi-weekly (every other Friday) for a total of 26 pay periods.

Presently, employees are paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month for a total of 24 pay periods. Employees are paid the same number of hours each pay period regardless of the number of hours in the pay period. Under FLSA, the employer must establish a seven-day work week for the purposes of determining if overtime has been worked.

Committee Chair Robert Reichert made a motion to approve the proposed revisions to the compensation system. Because this is a recommendation from the Committee, no second is required for a vote. The Council voted unanimously to accept the revisions.

c. New Business

i. DHS Coordinated Transportation Contract Actions

Brent Lanford reported that as prime contractor for DHS Coordinated Transportation Services in Region 6, the Regional Commission is responsible for the management and oversight of subcontractors providing human services-based transportation in Middle Georgia. The Regional Commission has contracts with two providers, Quality Trans Inc. and Macon-Bibb EOC, to provide services to senior citizens, DFCS, Vocational Rehab and Developmental Disabilities clients for FY17.

Over the past few months, the Regional Commission has been working with the Region 6 DHS Regional Transportation Office (RTO) to address and mitigate issues relating to fleet quality and promptness of services provided by Quality Trans in Baldwin, Putnam and Wilkinson counties. The Regional Commission and the state RTO provided several opportunities to Quality Trans for improvements to its fleet and service, without success.

Since we had two providers in the region, the state RTO determined that a re-bid of the services was not required for the balance of this contract year. After consultation with the officers of the Regional Commission Council and the state RTO, on October 14, the Regional Commission

provided a 30-day written notification in accordance with the contract to suspend services by Quality Trans in Baldwin, Putnam and Wilkinson counties, effective November 15, 2016. We have simultaneously been working the Macon-Bibb EOC to provide services to these counties effective November 16, 2016 through June 30, 2017.

The approval of the changes to the DHS Coordinated Transportation Contract for the remainder of the FY2017 was unanimously approved on a motion by Billy Webster and second by Terry Schwindler.

ii. GDOT Map-21 Program of Work

Brent Lanford reported on the undertaking by all the regional commissions in Georgia on the Moving Ahead for Progress in the 21st Century Act (MAP 21) program of work. The MAP-21 is a long-term highway authorization bill enacted to build, sustain and develop performance-based frameworks for surface transportation programs. GDOT, UGA ITOS and the Georgia Association of Regional Commissions have entered into a partnership for the Regional Commissions to complete GIS-based asset inventories and database validation systems for all publicly-accessed roads in the state. Middle Georgia Regional Commission has been selected as project manager in addition to the responsibilities of completing the work for the region.

iii. Resolution to Authorize 5311 Program Application

Daniel Dobbins presented a resolution that authorizes the filing of an application with the Georgia Department of Transportation and the United States Department of Transportation for a grant for public transportation assistance under section 5311 of the Federal Transit laws under Chapter 53 of title 49 U.S.C. This is funding for the mobility manager program of work.

**WHEREAS**, the Federal Transit Administration and the Georgia Department of Transportation are authorized to make grants to non-urbanized areas for mass transportation projects; and

**WHEREAS**, the contract for financial assistance will impose certain obligations upon the applicant, including the provision of its local share of the project costs; and

**WHEREAS**, it is required by the U.S. Department of Transportation and the Georgia Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and other pertinent directives and the U.S. Department of Transportation requirements thereunder.

Billy Webster made a motion to approve the submission of an application for the 5311 Program. The motion was seconded by George Slappey and unanimously approved.

iv. Resolution to enter contract services MIPPA

Julie Hall reported on the Area Agency on Aging 2017-2018 Medicare Improvements for Patients & Providers Act (MIPPA) Program. The MIPPA program is one of three individual programs that make up the umbrella program GeorgiaCares. The MIPPA grant is awarded by the Centers for Medicare and Medicaid Services to the Department of Human Services, Georgia Division of Aging Services, and subsequently contracted to the Middle Georgia Regional Commission. Each year the MIPPA grant must be renewed if our organization is to continue receiving MIPPA grant funding. This year the Division of Aging Services has requested the resolution before you to be included in our 2017-2018 MIPPA grant contract. Therefore, we are asking for approval of this resolution to continue MIPPA grant activities in the year 2017.

Shannon Hart made a motion to approve the contract services MIPPA. The motion was seconded by Charlie Westberry and unanimously approved.

v. Local Assistance Requests

Jonathan Connell presented the following local assistance requests that have been received since the October Council meeting:

**Community:** City of Centerville  
Project Title: Ordinance Assistance  
Project Description: Assistance with developing an overlay ordinance and design guidelines for the Town Center at Centerville.

**Community:** Crawford County  
Project Title: Marketing Material  
Project Description: Assistance with creating marketing materials for the Crawford County Development Authority.

**Community:** City of Culloden  
Project Title: Local Government Assistance  
Project Description: Assistance with gathering statements of activity for 2015 and 2015 municipal grants.

**Community:** City of Culloden  
Project Title: Local Government Assistance  
Project Description: Assistance with updating the city's Charter.



**Community:** **City of Danville**  
Project Title: Grant Assistance  
Project Description: Assistance with the preparation a Community Development Block Grant to upgrade the water system.

**Community:** **City of Eatonton**  
Project Title: Grant Assistance  
Project Description: Assistance with the preparation of a Georgia Department of Natural Resources Trail Grant application.

**Community:** **City of Forsyth**  
Project Title: Job Description  
Project Description: Assistance with writing a job description for the Economic Development Director position.

**Community:** **City of Forsyth**  
Project Title: Map Assistance  
Project Description: Assistance with creating a map showing the dividing line for yard debris pickup.

**Community:** **City of Forsyth**  
Project Title: Local Government Assistance  
Project Description: Assistance in preparing, writing and submitting an approval of a personnel manual for the City of Forsyth Convention & Visitor's Bureau.

**Community:** **Jones County**  
Project Title: Local Government Assistance  
Project Description: Assistance with facilitating a strategic planning session for the Jones County/Gray Chamber of Commerce.

**Community:** **City of Milledgeville**  
Project Title: Map Assistance  
Project Description: Assistance with adjusting the city's limits and reporting the US Census through Boundary and Survey (BAS) and updating the election and city limit maps.

**Community:** **Pulaski County**  
Project Title: Grant Assistance  
Project Description: Assistance in preparing an Assistance to Firefighters Grant (AFG) application.

**Community:** **Putnam County**  
Project Title: Grant Assistance  
Project Description: Assistance in identifying and writing grants for the Putnam County Fire Rescue.

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

**Community:**                    **Twiggs County**  
Project Title:                    Grant Assistance  
Project Description:            Assistance in preparing an application to the Community Foundation of Central Georgia on behalf of Community Healthcare Systems to assist with the telemedicine initiative in Twiggs County.

Mr. Connell also reported on several projects which were previously approved and have been completed.

- Resubmitted a OneGeorgia Equity Application on behalf of the Development Authority of Jeffersonville and Twiggs County for industrial park improvements.
- Assisted to hire County Administrators for Jones and Twiggs counties; assisted to hire Economic Development Director for the City of Centerville.
- Completion of a Golf Cart Ordinance for the City of Byron.
- Applications were completed for the Opportunity Zone and Revitalization Area Strategy for the City of Byron.
- City of Forsyth was awarded a Vibrant Communities grant for a mural in the city square.
- Sheila Stevens was promoted to Nursing Home Options Counselor.

The local assistance requests were unanimously approved on a motion by George Slappey and second by John Harley.

vi. Nominating Committee Appointments

Council Chairman Hall reported that the following appointments to the Nominating Committee for the slate of officers is as follows:

John Harley  
Paul Chapman  
Shannon Hart  
James Richardson  
George Slappey, Chair

vii. Council Appointments

Chairman Hall reported that the following appointments to the Middle Georgia Regional Commission had been received:

**CRAWFORD COUNTY**

Paul Chapman – County Member  
Becky Smith – Municipal Member

Charlie Westberry – Non-Public Member

Brent Lowe – Associate Member

Robert Ray - Associate Member

### **PULASKI COUNTY**

Butch Hall – County Member

Henry Cravey - Municipal Member

Lee Slade - Non-Public Member

James Colson - Associate Member

Tim Young - Associate Member

### **WILKINSON COUNTY**

Mark Dupree - County Member

Charles Brack - Municipal Member

Marty Dominy - Non-Public Member

C. L. Brooks - Associate Member

Jonathan Jackson - Associate Member

### **GOOD OF THE ORDER**

a. Quarterly Financial Report

Matt Garvin reported on the Quarterly Report for the year ending September 30, 2016. Mr. Garvin reported that the State Revenues are at 19 percent of budgeted revenues, local revenues are at 24 percent of budgeted revenues, federal revenues are at 16 percent of the budgeted revenues, and expenditures are at 21 percent of budget expenditures.

b. Executive Directors Report

Laura Mathis presented the Executive Directors report with updates since the October Meeting.

- The Georgia Department of Audits conducted a performance audit of the all regional commissions and a copy of the status report on the items from the 2016 Performance Audit by the Georgia Department of Audits was included in their package.
- Conditional approval has been received for the Department of Defense, Office of Economic Adjustment for Phase 2 of grant funding. Once the grant award is final, a formal announcement will be made.
- The Middle Georgia Regional Leadership Champions program will continue with the funding from OEA and applications are being accepted until December 2.

- The Regional Commission received an invitation to apply for funding from the US Department of Commerce Economic Development Administration for economic development planning support
- The MGRC Annual Meeting had a great turnout of 320 attendees. Special thanks go out to our sponsors and staff.
- The Georgia Association of Regional Commissions Annual Training Conference was held November 2-4.
- Brent Lanford received the Catalyst Award for excellence in Geospatial Technology from GIS.
- Middle Georgia Regional Commission staff has developed a Continuity of Operations Plan in the event of data failure to store off-site data storage at the Coastal Regional Commission and Macon-Bibb.
- The Aging Services Committee met earlier today to discuss aging program services.

#### ANNOUNCEMENTS

Council Chairman Hall reported that the MGRC will bid farewell to several members who have faithfully served the Commission and the citizens of Middle Georgia. Jones County Commission Chairman Preston Hawkins, Monroe County Commission Chairman Mike Bilderback, and Peach County Chairman Melvin Walker.

He reminded the Council that there is no meeting in December, next meeting will be January 12, 2017 and Council appointments are due by December 16, 2016.

#### ADJOURN

There being no further business, the November Council meeting was adjourned until January 12, 2017.