

MINUTES

Middle Georgia Regional Commission
Council Meeting
Thursday, June 14, 2018, 6:00 p.m.
175 Emery Highway, Suite C, Macon, Georgia

MEMBERS PRESENT

BALDWIN COUNTY

Lee Slade
Richard Mullins
Denese Shinholster
Johnny Westmoreland
Derek Williams

CRAWFORD COUNTY

Charles Westberry
Paul Chapman
Jay Andrews

HOUSTON COUNTY

John Harley
Clifford Holmes
Georgie Slappey

JONES COUNTY

Jimmy Roberts
Francis Adams
Ed Barbee
Frank Duke

MACON-BIBB COUNTY

Robert Reichert
Dominique Johnson
Al Tillman

MONROE COUNTY

Eric Wilson
Dick Bazemore
Edd Norris
Greg Tapley

PEACH COUNTY

Martin Moseley
James Khoury
James Richardson

PULASKI COUNTY

Butch Hall

PUTNAM COUNTY

Billy Webster

TWIGGS COUNTY

Shannon Hart

WILKINSON COUNTY

Marty Dominy
Mark Dupree
Charles Brack
Emma Bacon

MIDDLE GEORGIA

James Vaughn
Charles Sims

GUESTS PRESENT:

Andrew Ross- Field Representative for Senator Johnny Isakson

Tonya Mole- Field Representative for DCA

Cloyce Pittman- Former Mayor, City of Allentown

STAFF PRESENT:

Keri Asbell – MDSQ Options Counselor

Matt Beal – GIS Analyst

Greg Boike – Director of Public Administration

Kevin Brown – Attorney

Sandra Carson – ADRC Resource Specialist

Jen Doran – Office Manager

Sara Dusenberry - Government Services Specialist

Matt Garvin – Director of Finance

Michelle Grembowski – Director of Technology Services

Julie Hall - Director of Area Agency on Aging

Terrilyn Hannah – Director of Workforce Development

Andrea Jones – Career Development Specialist

Brent Lanford – Deputy Director

Kimberly Lowe – Sr. Government Services Specialist

Binyu Lu – Intern

Laura Mathis – Executive Director

April McGee – Multimedia Technology Specialist

Gwen Presley – Administrative Assistant

Howard Scott – One-Stop/Rapid Response Specialist

Kim Stanton – Executive Assistant

Kayleigh Sullivan – Sr. Government Services Specialist

Crystal Vaughn – Accountant

Shayla Young – Career Development Specialist

CALL TO ORDER

Council Chairman Robert Reichert called the June 14, 2018, meeting to order at 6:00 pm.

ROLL CALL

Executive Assistant Kim Stanton indicated that a quorum was present with 23 voting and 12 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

Council Chairman Robert Reichert welcomed everyone to the June 14, 2018, Council meeting.

c. Introduction of New Members/Guests

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

Andrew Ross- Field Representative for Senator Johnny Isakson
Tonya Mole- Field Representative for DCA
Cloyce Pittman-Former Mayor, City of Allentown

Laura Mathis introduced new staff members, Shayla Young, Career Development Specialist and Binyu Lu, Intern.

STANDARD ORDER OF BUSINESS

a. Approval of Minutes of May 10, 2018, Council meeting

There were no corrections to the minutes of the May 10, 2018, Council meeting. They were unanimously approved on a motion by Mark Dupree and second by Greg Tapley.

b. Old Business

None

c. New Business

i. Resolution in Honor of Robert Ray

Council Chairman Robert Reichert reported that since the May meeting, council member Robert Ray had passed away. Mr. Ray faithfully served the Regional Commission as one of Crawford County's representatives on the Council from 2007 to the time of his passing on May 29, 2019. A resolution honoring Robert Ray was prepared and read into the minutes.

WHEREAS, Robert Franklin Ray, a native of Crawford County, was a lifelong public servant beginning with his election to the Crawford County Board of Commissioners at age 22, followed by two terms on the Crawford County Board of Education; and,

WHEREAS, Mr. Ray's passion for farming expanded beyond Crawford County through his role as the Georgia Department of Agriculture's Assistant Commissioner for Marketing and as manager of the State Farmers Market in Macon; and

WHEREAS, Mr. Ray went on to serve 24 years in the Georgia State Legislature where he represented Crawford County, as well as portions of Bibb, Houston, Lamar, Monroe, Peach, and Upson counties shepherding important legislation to improve the lives of Georgians; and

WHEREAS, throughout his life, Mr. Ray faithfully served his community through various civic and business organizations, having garnered— with humility— numerous awards and recognitions along the way; and

WHEREAS, Mr. Ray was first appointed to the Middle Georgia Regional Commission Council in January 2007, providing guidance and leadership to its staff and member governments until his passing on May 29, 2018;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Middle Georgia Regional Commission expresses its deepest condolences to the family and friends of Mr. Ray on the occasion of his death; and

BE IT FURTHER RESOLVED, that the Middle Georgia Regional Commission recognizes the impact and significant contributions of Mr. Ray and his distinguished career in public service to not only the citizens of Crawford County and Middle Georgia, but to the State of Georgia as a whole.

The resolution honoring Robert Ray was unanimously approved on a motion by Eric Wilson and second by Charlie Westberry.

ii. Public Hearing for Submission of Regional Plan Annual Report

Greg Boike reported that on October 1, 2017, the Georgia Department of Community Affairs (DCA) updated the rules pertaining to Regional Planning Requirements (Rules and Regulations of the State of Georgia Chapter 110-12-6). The updated rules are designed to provide a helpful framework for the preparation and implementation of regional plans. Middle Georgia will be responsible for completing its next regularly-scheduled plan update (due June 20, 2021) in accordance with these requirements.

For the public hearing, Mr. Boike reviewed the elements of the Report of Accomplishments, the Regional Agenda and the determination of each local government's status on the performance standards. He stated that the Annual Report is available for comments throughout the month of June. He stated that no action is required by the council. The public hearing was closed.

iii. Local Assistance Requests

The following Local Assistance Requests have been received since the May meeting. Staff time is available to assist with each of these requests.

Community: Crawford County
Project Description: Assistance with applying for a DOT BUILD Transportation Discretionary Grant.

Community: City of Hawkinsville
Project Description: Assistance with applying for the Rural Zone Tax Designation.

Community: Jones County
Project Description: Assistance with applying for a Transportation Alternatives Program (TAP) Grant.

Community: Putnam County
Project Description: Assistance with updating the Putnam County website.

Community: Twiggs County
Project Description: Assistance with updating the county's Solid Waste Management Plan.

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

iv. Contract Award for Inland Port Master Planning

Greg Boike reported that as part of the Middle Georgia Regional Commission's (MGRC) project funded by the Department of Defense, Office of Economic Adjustment (OEA), MGRC proposed work on the creation of a master plan for an inland port facility in Middle Georgia. The master plan would evaluate potential sites throughout the region and identify the sites that would be best suited to support the logistics sector.

The Middle Georgia Regional Commission solicited bids throughout the months of April and May, receiving five proposals by the deadline of May 18, 2018. These proposals were evaluated by Middle Georgia Regional Commission staff. MGRC staff recommends award of the contract to Thomas & Hutton Engineering Co. of Savannah, Georgia, as the highest-scoring respondent to the RFP. The firm has extensive experience working with the Georgia Ports Authority, and several local development authorities in the middle Georgia region. This proposal also meets all cost constraints of the OEA grant.

Approval to award the contract for Inland Port Master Planning Services to Thomas & Hutton was unanimously approved on a motion by Paul Chapman and second by Charles Brack.

v. Approval of Intergovernmental Agreement with Georgia Tech

Greg Boike reported that as part of the Middle Georgia Regional Commission's project funded by the Department of Defense, Office of Economic Adjustment, MGRC proposed to undertake a study of the fiscal impact of the aerospace and defense industries in the middle Georgia region. The initial scope of work called for the project to be competitively procured for a private contractor using MGRC's formal RFP process.

After consultation with staff from the Georgia Department of Economic Development, it was determined that the Georgia Institute of Technology (Georgia Tech) was well suited to undertake this study given previous experience studying economic impact throughout the state. They recommended that consulting with Georgia Tech could lead to greater consistency among statewide planning efforts.

Approval of the Intergovernmental Agreement with Georgia Tech for the completion of a fiscal impact analysis was unanimously approved on a motion by Eric Wilson and second by Paul Chapman.

vi. Resolution for Assistive Technology

Julie Hall reported that the Division of Aging Services has offered Middle Georgia Regional Commission a grant to support Disability Connections' Assistive Technology Lab. Disability Connections located in Macon-Bibb County is the region's designated Center for Independent Living. Assistive Technology consists of various tools, appliances and devices that assist seniors and the disabled with normal life activities.

WHEREAS, the Middle Georgia Regional Commission desires to provide an Assistive Technology Demonstration Lab; and

WHEREAS, said corporation desires to enter a contractual arrangement with the Georgia Department of Human Services for the provision of said services;

NOW, THEREFORE, BE IT RESOLVED that the Middle Georgia Regional Commission agrees to enter a written contract with the Georgia Department of Human Services, Division of Aging Services, for the provision of an Assistive Technology Demonstration Lab for the period beginning July 1, 2018 and ending June 30, 2019.

The resolution to accept the Assistive Technology Grant was unanimously approved on a motion by Billy Webster and second by Lee Slade.

vii. Contract for WIOA Adult, Dislocated Worker, Youth Program

Terrilyn Hannah reported that since July 1, 2013, Middle Georgia Regional Commission has served as the grant recipient and fiscal agent for the Workforce Innovation and Opportunity Act (WIOA) program in Macon-Bibb County. The Macon-Bibb Workforce Development Board is appointed by Macon-Bibb County Mayor Robert Reichert and has specific policy and programmatic duties outlined in the federal law and state regulations, which cannot be overturned by the Regional Commission as the fiscal agent.

The Macon-Bibb Workforce Development Board desires to procure multiple subrecipients (providers) to deliver workforce development services, including, but not limited to, career services and case management, for Adult, Dislocated Worker, and Youth programs under the Workforce Innovation and Opportunity Act of 2014. The Board intends to be as inclusive as possible in this solicitation. The goal is to receive a wide variety of high quality, innovative proposals that meet the workforce development needs of the local Macon-Bibb workforce development area and regional community at large.

Approval of the contracts for WIOA Adult, Dislocated Worker, Youth Program subject to the approval of the Macon-Bibb County Workforce Development Board was unanimously approved on a motion by Mark Dupree and second by Charlie Westberry.

viii. Recommendation of the Budget, Audit and Personnel Committee

Dick Bazemore reported that the Budget, Audit and Personnel Committee met on May 31, 2018, to consider several items. He also thanked Ed Barbee, John Harley, Shannon Hart, Dominique Johnson, Martin Moseley, Robert Reichert, James Vaughn, and Charlie Westberry for their hard work and attention to detail.

a. Continuing Education Program

Georgia law requires that regional commissions have a continuing education program for staff. A draft of the program which states that the commissions support of professional development and continuing education for staff to the extent resources are available was distributed in advance of the meeting. The Budget, Audit and Personnel Committee recommends approval of the Continuing Education Program.

Council 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 Continuing Education Program.

b. Amendments to the Personnel Policy

The Committee considered amendments to Article IV Section 12 of the Personnel Policy. The amendment makes the implementation of salary adjustments to occur at the beginning of a pay period rather than the first of the month. A copy of the amendment was distributed prior to the meeting. The Budget, Audit and Personnel Committee recommends adoption of the Personnel Policy Amendments, as presented, to be effective upon adoption.

Council 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 Amendments to the Personnel Policy.

c. Amendments to the Travel Policy

The Committee considered amendments to the Travel Policy to substantially comply with the state travel policy. The new Travel Policy also addresses the use of fleet and personal vehicles. A copy of the draft policy was included in the meeting packet. The Budget, Audit and Personnel Committee recommends adoption of the Travel Policy Amendments, as presented, to be effective upon adoption.

Council 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 Amendments to the Travel Policy.

d. Flexible Benefits Plan

The Committee considered adoption of the Flexible Benefits Plan which was distributed before the meeting. The plan outlines how employee contributions are made, how health savings accounts are managed, and what expenses are pre or post tax benefits. The Budget, Audit and Personnel Committee recommends adoption of the Flexible Benefits Plan, as presented, to be effective upon adoption.

Council 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 Flexible Benefits Plan.

e. FY 2018 Budget Amendment #2

The Committee considered Amendment #2 to the Fiscal Year 2018 Budget. This is the final amendment for the year, which adjusts line items to be closer to projected year end numbers. A line item detail budget was included in the package. For revenues, several projects are shifting from FY 2018 to 2019 resulting in an overall decrease of \$651,944 with Budget Amendment #2.

Operating expenses are down \$777,214 due to vacancies throughout the year, health insurance savings from the wellness program and a shift of contract expenses from 2018 to 2019. The proposed Budget Amendment #2 increases funds available for unrestricted fund balance to \$253,147 and restricted fund balance to \$108,600.

After much discussion, the Budget, Audit and Personnel Committee recommends adoption of Amendment #2 to the FY 2018 Budget as presented. No amendments were needed to the Work Program based on Budget Amendment #2.

Council 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 2018 Budget Amendment #2.

f. Audit Services for FY 2018 – 2020

The Budget, Audit and Personnel Committee considered the Audit Services FY 2018 – 2020. In 2014, the Regional Commission solicited proposals for audit services in 2015-2017 and selected McNair, McLemore and Middlebrooks. The contract had the option for a second three-year term, if desired. The Committee recommends selection of McNair, McLemore, Middlebrooks & Co, LLC for audit services for Fiscal Years 2018, 2019 and 2020 at a cost of \$17,000 per year.

Council 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 McNair, McLemore, Middlebrooks & Co, LLC for Audit Services FY 2018 – 2020.

g. FY 2019 Dues Structure

The Budget, Audit and Personnel Committee recommends approval of the local governments dues for 2019 at \$1.30 per capita, using the most recent update to the population projects from the US Census. This is the same dues rate from 2018.

Council 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 2019 at \$1.30 per capita.

h. FY 2019 Employee Benefits Renewal and Wellness Program

Each year, the Regional Commission works with the benefits consultant Northwestern Benefits to solicit proposals for employee insurance coverages. A memo outlining the benefits and costs was included in the meeting package. Based on this year's proposals, the Budget, Audit and Personnel Committee recommends the following:

- Health Insurance - Humana with the wellness program and medical deductible benefit as outlined in the memo.
- Dental Insurance - TruAssure
- Life Insurance - Lincoln
- Vision Insurance – Eyemed
- Voluntary Workplace Benefits - Colonial

Council 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.

i. FY 2019 Budget

The Committee reviewed and considered the FY 2019 budget. A copy was distributed in the package. The FY 2019 budget is a balanced budget that totals \$11,720,662. This initial budget reflects known contracts and includes the change to the Department of Community Health CCSP program that was mentioned at a previous council meeting. Regarding expenditures, the budget includes merit increases for staff and increase in the required pension plan contribution and other benefits. There are capital expenditures which are equipment and technology upgrades totaling \$42,676. The Committee recommends adoption of the FY 2019 budget as presented.

Council 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 2019 Budget.

j. FY 2019 Initial Work Program

The Committee considered the 2019 Work Program, which was distributed in the package. The Work Program outlines the programs and services provided by or through the Regional Commission based on the budget. The Budget, Audit and Personnel Committee recommends adoption of the FY 2019 Work Program as presented.

Council 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 2019 Initial Work Program.

k. Determination of Performance of Middle Georgia Regional Commission

As required by state law, the Committee reviewed the performance standards established in 1993. The Committee determined that for 2018, the Regional Commission effectively performed according to the Performance Standards. The Budget, Audit and Personnel Committee

recommends that the Council find that the Regional Commission met or exceeded the performance standards for 2018.

Council 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.

I. Performance Review of Executive Director

Dick Bazemore reported that in addition to the performance of the organization, the Committee also reviewed the performance of Executive Director Laura Mathis utilizing established criteria. After discussion, the Committee determined that Ms. Mathis had satisfactorily performed her duties in 2018 and recommends a merit increase resulting in Grade 38 Step 6 beginning July 1, 2018.

Council 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.

GOOD OF THE ORDER

a. Local Update of Census Addresses (LUCA) Report

Michelle Grembowski gave a brief description of the 2020 Census Local Update of Census Addresses (LUCA) process. LUCA is the only mechanism for reviewing and updating the address listing that the Census Bureau will use for distribution of the Census forms. Ms. Grembowski stated that the LUCA process is underway and that 24 LUCA packages have been received to date. She stated that initial assessment of packages received have been completed and final review is underway.

b. Executive Director's Report

Ms. Mathis stated that for 2018, with the guidance and leadership from Council, it was determined that the Regional Commission met its performance standards and provided quality service to member governments and the citizens of Middle Georgia. On behalf of the entire team, Ms. Mathis would like to thank the Council for their volunteer service and, in particular, thanked the Budget, Audit & Personnel Committee for their hard work on the budget.

Ms. Mathis stated that MGRC received an award from United Way as one of the Top 100 Most Generous Workplaces in Middle Georgia. The MGRC exceeded their goal and Ms. Mathis recognized Matt Beal and Keri Asbell for volunteering for the United Way Campaign for the MGRC.

Ms. Mathis stated that Kimberly Lowe led a campaign to collect school supplies for the Back to School Drive for the Bibb County school district. The contribution from staff received recognition as a Bronze Sponsor.

Ms. Mathis stated that the MGRC hosted the Senior Day Expo that was held on May 31 and recognized staff for their hard work.

ANNOUNCEMENTS

- a. There is no Council meeting in July.
- b. Next MGRC meeting August 9, 2018, guest speaker will be Abby Cox, Georgia Director of Aging Services.

ADJOURN

There being no further business, the June Council meeting was adjourned until August 9, 2018.