

**SOUTHERN GEORGIA REGIONAL COMMISSION  
EXECUTIVE COMMITTEE MEETING  
MINUTES  
THE VENUE • PEARSON, GA  
APRIL 25, 2023  
10:00 A.M.**

**Members in Attendance:**

Bennett, Neal  
Evans, Joyce  
Fender, Dennis  
Gowen, Lee  
King, Barbara  
Maefield, Barbara  
Stone, Keith  
Taylor, Steve

**Staff Present:**

Cribb, Lisa  
Schultz, Kelly  
Strom, Chris

**CALL TO ORDER AND WELCOME:** Chair Evans called the meeting to order and welcomed Executive Committee members, staff and guests.

**REVIEW AND APPROVAL OF DECEMBER 8, 2022 MEETING MINUTES:** Chair Evans reminded those present that the December 8, 2022 Executive Committee meeting minutes had been emailed to members (copy attached and made a part of these minutes). Barbara Maefield made a motion to approve the December 8, 2022 meeting minutes. Barbara King seconded the motion. Motion carried unanimously.

**REVIEW CURRENT YEAR BUDGET AMENDMENT:** Chair Evans called upon SGRC Finance Director Kelly Schultz to present the Current Year Budget Amendment. Ms. Schultz reminded the executive committee that each year the RC performs an amendment to the initial RC budget developed at the beginning of the fiscal year. The reason for this, she stated, was that changes naturally occur during the fiscal year that cannot be foreseen. Ms. Schultz directed members to turn to the page in their packet entitled revenue comparison (copy attached and made a part of these minutes). She then pointed out that the revenue comparison between the approved FY2023 budget and the proposed revised FY2023 budget illustrated a deficit of \$10,265. Ms. Schultz stated that the deficit reflects funding and timing issues throughout the year. The RC received ARPA money for Aging, which in the past required a zero match but now requires a 25% match of funds. The 25% match for ARPA funds was not fully accounted for in the original budget. Other changes Ms. Schultz covered in the budget comparison were in EDA Planning Grants, Workforce Development and Aging.

- An increase in EDA Planning Grant revenue of \$34,916 was for a three-year contract where the RC prepared the CEDS during the current fiscal year, which required more time to complete than what was budgeted, so the amount has been adjusted.
- A decrease in Workforce Development of \$150,000, which was originally budgeted for dislocated workers, but with unemployment being low, the money was not needed. The funds are anticipated to be rolled over to Adult Services in the next fiscal year.
- An increase of \$396,781 in funding for the Aging Program from ARPA for material aid for clients and Manpower contracted staff.

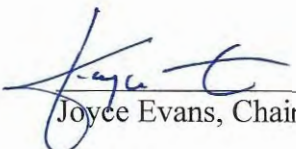
Ms. Schultz continued with a line-by-line explanation of the changes in revenues and expenses. Ms. Schultz explained that most changes shown resulted from the timing of grants and contract awards, staff assignment changes, retirements and other factors.

Ms. Schultz stated that the original budget had indicated excess revenues of \$15,813, and the revised budget showed a deficit of \$10,265. In summary, she told those present that the result of the proposed budget amendment showed a deficit of \$26,078 in revenues over expenditures from the original budget. She then asked if there were any questions. Ms. Schultz answered questions from the committee. Light discussion ensued among committee members. Chair Evans then asked for a motion. Lee Gowen made a motion to recommend the Current Year Budget Amendment for adoption by the full council. Barbara King seconded the motion. The motion passed unanimously.

**REVIEW DUES SCHEDULE FOR FY2024:** Chair Evans called upon RC Finance Director Kelly Schultz to present the proposed dues schedule for FY2024. Ms. Schultz began by reminding members that the Department of Community Affairs mandates regional commissions use the latest population estimates to assess member dues annually. She explained that each year around this time, the RC gathers updated population information from the U.S. Census Bureau database and compiles a new dues schedule based on this updated estimate for each county. Ms. Schultz referred committee members to the dues schedule in their packets (copy attached and made a part of these minutes) and began explaining the information presented. She explained that the document compared the current FY2023 dues to the proposed FY2024 dues based on the 2021 and 2022 population estimates, respectively. She further explained that the per capita dues in this comparison remain the same across both years at \$1.25. From the documents provided, Ms. Schultz stated that the estimated population change across the entire RC region amounted to a negative difference of 65 people. This population decrease translates, as she explained, to an \$81 decrease in total dues anticipated for FY2024. Ms. Schultz concluded her presentation and asked if there were any questions. With no questions, Chair Evans called for a motion to recommend the FY2024 dues schedule to the SGRC council for approval. Barbara King made a motion to recommend approval of the Dues Schedule for FY2024 to the full council. Lee Gowen seconded the motion. With no other discussion, the motion passed unanimously.

**APPOINTMENT OF NOMINATION COMMITTEE:** Chair Evans explained that it was time to elect officers for a two-year term. Chair Evans stated she would appoint the executive committee as the nomination committee to begin the process of nominating executive committee officers for the new term. Chair Evans explained that the nomination committee would meet before the May 25, 2023 regular council meeting to review recommendations and nominate the slate of officers. Then, at the regular council meeting on May 25, 2023 the full council will have the opportunity to vote for and approve the slate of officers. Lee Gowen made a motion for the Executive Committee to be the Nomination Committee to recommend and nominate the slate of officers for the new term. Barbara King seconded the motion. Motion carried unanimously.

**ADJOURN:** With there being no other business, the meeting was adjourned.

  
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Joyce Evans, Chair

  
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Keith Stone, Secretary