

**SOUTHERN GEORGIA REGIONAL COMMISSION
EXECUTIVE COMMITTEE MEETING
MINUTES
Via Conference Call
May 28, 2020
11:00 a.m.**

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

PROTOCOL FOR VIRTUAL MEETING: Chair Evans called upon SGRC Executive Director Lisa Cribb to review the procedures to be used during the conference call. Ms. Cribb explained to all that called in to make sure they: mute their phone when not speaking; state their name when making a motion or second; and unmute their phone to make motions/seconds, to participate in discussions, and to vote.

ROLL CALL: Chair Evans asked SGRC Assistant Executive Director Chris Strom to call the roll. Mr. Strom stated that he would call each Executive Committee members' name. He asked that council members respond with "here or present" so a quorum could be determined. After calling the roll, he asked that any guests and staff present to state their name. Results are shown below:

Members in Attendance:

Bennett, Neal
Duke, Buddy
Evans, Joyce
Gowen, Lee
Thompson, Grady
Seale, Matt
Taylor, Steve

Staff Present:

Cribb, Lisa
Schultz, Kelly
Strom, Chris
Strom, Rachel

Guests:

Rubebauer, Jason

REVIEW AND APPROVAL OF MINUTES FOR JANUARY 23, 2020 EXECUTIVE COMMITTEE MEETING: Chair Evans called the meeting to order and then reminded those present that the minutes of the January 23, 2020 Executive Committee meeting were emailed to members for their review (copy attached and made a part of these minutes). Grady Thompson made a motion to accept the minutes, and Steve Taylor seconded the motion. Motion carried unanimously.

REVIEW AND APPROVAL OF MINUTES FOR APRIL 23, 2020 MEETING: Chair Evans reminded those present that the minutes of the April 23, 2020 Executive Committee meeting were emailed to members for their review (copy attached and made a part of these minutes). Neal Bennett made a motion to accept the minutes, and Grady Thompson seconded the motion. Motion carried unanimously.

REVIEW AND ACCEPTANCE OF APRIL 2020 REVENUE AND EXPENDITURE

REPORT: Chair Evans reminded those present that a copy of the April 2020 Revenue and Expenditure Report had been emailed to members (copy attached and made a part of these minutes). Grady Thompson made a motion to accept the April financial report. Buddy Duke seconded the motion. Motion carried unanimously.

REVIEW OF SOUTHERN GEORGIA RC FY 2021 BUDGET PROCESS: Chair Evans called upon SGRC Finance Director Kelly Schultz to make this presentation to the committee. Ms. Schultz referred those present to the budget process handout emailed as part of the meeting packet (copy attached and made part of these minutes). She expressed to the committee that the process of budget creation for FY 2021 will be somewhat different this year due to COVID19 considerations. Ms. Schultz explained the major categories of the budget which are estimated revenues, estimated personnel expenses, and estimated non-personnel expenses. She then stated the excess revenues over expenditures total is the result of subtracting all estimated expenses from the estimated revenues. Ms. Schultz referred those present to the second page of her handout that listed more details about each of these budget categories. She briefly explained the individual components for each category and the influence that each can have upon revenue and expense estimates. Ms. Schultz asked if there were any questions, there being none, she thanked the committee for their attention.

REVIEW AND APPROVAL OF EXECUTIVE DIRECTORS SALARY: Chair Evans introduced this agenda item and Ms. Cribb began the conversation by reviewing the FY 2021 Projected Salaries Analysis listing emailed as part of meeting packet in member packets (attached and made a part of these minutes). She explained the process for staff salary recommendations and stated that these recommendations are, of course, based upon the projected budget and merit. Mr. Thompson pointed out the state's projected decrease in budget and suggested the RC keep that in mind when making salary recommendations. Ms. Cribb replied that SGRC has incorporated that expected decrease in the FY 2021 budget planning. Ms. Cribb stated further that in cases of Federal funding, some project or program budgets may actually increase due to Federal response to the recent national crisis. Mr. Seale asked for verification that a great deal of this money in the SGRC budget is a "pass-through" and it does not necessarily impact the operations budget of SGRC. Ms. Cribb stated he was correct in that statement and, as always, the RC would adjust the budget as necessary if changes were significant enough to impact the operations of SGRC. Mr. Seale followed up to ask if there was any indication that local funding of projects with SGRC were anticipated to drop. Ms. Cribb responded that in some cases it would depend on the local governments themselves but we have no indications so far that local project funding to SGRC is being reduced or impeded.

Chair Evans asked Ms. Schultz to speak about the other materials in the meeting packet related to this agenda item (attached and made a part of these minutes). Ms. Schultz explained that she had prepared a comparison of Executive Directors for all Regional Commissions as of June 30, 2019, and also a tally of non-mandated services provided by each RC listed. Each of these items were included in member packets. After some clarification with various committee members about where this material was found in their packet, it was confirmed that all parties had this information. Ms. Schultz reviewed this information in detail and explained the average salary calculations using different methods, across all RC's and highlighted the totals and results on this

sheet. Ms. Cribb then stated that the question for the Committee was to decide if the Executive Director salary should be increased and if so, what it should be. At that point, Ms. Cribb advised that she would step out of the meeting to allow the committee to discuss this matter freely. Ms. Cribb excused herself from the meeting. Staff was directed to stay on the phone to assist with questions.

Mr. Seale stated that SGRC ranks very high each year in performance audits and that is, in large part, due to the RC's leadership. He suggested to fellow committee members that if increases are issued based upon budget and merit, then the Executive Director certainly deserves an increase if the budget can handle it. Mr. Seale asked for clarification about the "steps" on the salary schedule. Ms. Schultz explained this "step" schedule was simply a convenient tool for salary recommendations but it did not have to be followed in this case and that Mr. Seale was correct that each step represented approximately a 1.2% increase from the preceding amount on the schedule.

Other points of consideration discussed by the Executive Committee members included: anticipated state budget cuts; costs of new RC building; fringe benefits associated with salary increase; and timing of a salary increase. Mr. Seale made a motion that the Executive Director should receive a pay increase of two steps (approximately 2.4%) in August of 2020 and stated he was only recommending that low because of budget uncertainties. Chair Evans recognized the motion and asked for a second. Mr. Thompson seconded the motion. Mr. Duke and Mr. Gowen voted in support of the motion. No opposing votes were cast. The motion passed.

REVIEW OF DRAFT SOUTHERN GEORGIA RC FY2021 BUDGET: Chair Evans called upon SGRC Finance Director Kelly Schultz to present the preliminary FY 2021 budget document included in meeting packets (copy attached and made part of these minutes). Ms. Schultz explained that this estimated budget reflected preliminary information received from the Program Directors of anticipated and carryover contracts/funding for next fiscal year. She noted the personnel costs reflected information presented in the salary allocation plan and the related fringe benefits associated with those salaries. Ms. Schultz also explained that operational costs were estimated based on prior experience and knowledge of costs for the coming fiscal year. In addition, she told the committee this summary was the beginning point for the creation of a line-item budget for FY 2021 and over the next month she will be working to develop these detailed line-item entries for each program area.

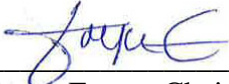
REVIEW OF DRAFT SOUTHERN GEORGIA RC FY2021 WORK PROGRAM: Chair Evans called upon SGRC Executive Director Lisa Cribb to speak on the work program draft. Ms. Cribb explained that the SGRC is required by state law to compile a work program for planned activities in the upcoming fiscal year, and directed members to the draft work program in the meeting packets (copy attached and made part of these minutes). This will give the council time to review the draft work program and make suggestions or ask questions before adopting it. She noted that a resolution to adopt the work program would be presented in June. In the meanwhile, she stated, if any member had suggestions for changes or additional activities to be included, they may provide that feedback and the RC will work to accommodate that request.

DISCUSSION OF INCREASE IN LIABILITY INSURANCE LIMITS: Chair Evans called upon SGRC Executive Director Lisa Cribb to begin the discussion of possibly increasing liability insurance limits. Ms. Cribb explained that at the January 23, 2020 Executive Committee meeting a member requested that the RC consider increasing the general liability coverage following a discussion regarding a possible lawsuit against the RC. She referred the committee to a form showing the premium amounts for \$1M, \$3M, and \$5M limits. Grady Thompson made a motion to increase the general liability insurance limits to \$5M. Neal Bennett seconded the motion. Motion carried unanimously.

APPROVAL OF AUDIT AGREEMENT EXTENSION: Chair Evans called upon SGRC Finance Director Kelly Schultz to present the audit agreement extension to the committee. Ms. Schultz explained that the RC contracts for five-year agreements for audit services, and FY 2019 was the end of the current five-year contract. A request for proposals (RFPs) for audit services could not feasibly be completed in a timely manner due to COVID19 restrictions and having to work remotely. Ms. Schultz explained that the RC's current auditor is a local firm and has worked with the RC for many years. That being the case, the RC has been able to provide information without the audit firm having to come onsite. With the current restrictions and uncertainty over the next few months, Ms. Schultz asked that the committee consider extending the current contract with the auditor for the FY 2020 audit and postpone the RFP for audit services to 2021. She shared that the other regional commissions around the state are finding themselves in the same predicament and are considering similar solutions. She then stated that the auditor has agreed to do this audit for a one-year term for the same price that they charged for FY 2019. Grady Thompson made a motion to extend the audit agreement for one year. Steve Taylor seconded the motion. Motion carried unanimously.

APPOINTMENT OF NOMINATION COMMITTEE FOR EXECUTIVE COMMITTEE VACANCIES: Chair Evans explained there are two vacancies on the executive committee after Peggy Murphy retired from office and Carlos Nelson resigned from Ware County commission to pursue another position. She stated she is appointing the executive committee as the nomination committee in order to begin the process of filling the two vacancies. Chair Evans explained that with the current COVID19 restrictions on meetings, that all committee members will be asked to submit recommendations to the RC Executive Director, and the nomination committee will have a meeting mid-June before the regular council meeting to review these. Then, at the regular council meeting on June 25, 2020, the full council will have the opportunity to vote for and approve the nominees.

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



Joyce Evans, Chair



Matt Seale, Secretary