

**SOUTHERN GEORGIA REGIONAL COMMISSION  
MINUTES OF THE EXECUTIVE/AUDIT COMMITTEE MEETING  
SPORTS COMPLEX & CIVIC CENTER, PEARSON, GEORGIA**

**May 24, 2018**

**10:00 A.M.**

**Members in Attendance:**

Duke, Buddy  
Evans, Joyce  
Gowen, Lee  
Murphy, Peggy  
Nelson, Carlos  
Seale, Matt  
Thompson, Grady

**Staff Present:**

Cribb, Lisa  
Schultz, Kelly  
Strom, Chris

**REVIEW AND APPROVAL OF MINUTES FOR APRIL, 2018 MEETING:**

Chair Evans called the meeting to order and then reminded those present that the minutes of the April 26, 2018 Executive Committee meeting were provided to members for their review (copy attached and made a part of these minutes). Mr. Buddy Duke made a motion to accept the minutes, and Ms. Peggy Murphy seconded the motion. Motion carried unanimously.

**REVIEW OF SOUTHERN GEORGIA RC FY2019 BUDGET PROCESS:** Chair Evans called upon Kelly Schultz, RC Finance Director, to make this presentation to the committee. Ms. Schultz handed out materials to those present (copy attached and made part of these minutes). She reminded members that the process of budget creation for this year is the same as last. Ms. Schultz referred to the first page of her handout that illustrated, in simplified terms, the major categories of the budget which are estimated revenues, estimate personnel expenses, and estimated non-personnel expenses. She then explained 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. Mr. Matt Seale asked for clarification regarding pass-through funds and how expenses in these areas correspond to revenues. Ms. Schultz offered that clarification, and with no other questions, Ms. Schultz thanked the committee for their attention.

**REVIEW AND APPROVAL OF EXECUTIVE DIRECTORS SALARY:** Chair Evans called upon RC Executive Director, Lisa Cribb, to address this agenda item. Ms. Cribb referred the members to the projected salary analysis pages located in member packets (copy attached and made part of these minutes). Ms. Cribb informed the committee that these sheets detailed projected salaries for the entire staff of the RC. She reminded the committee that the executive committee is charged with approving the executive director's salary, which is also listed in the handout. Ms. Cribb explained that when evaluating and making staff salary projections, she considers a number of factors specific to the program area as well as the overall picture of staff compensations. Additionally, Ms. Cribb mentioned, the RC has recently had a challenge with retention of key staff. She explained that this is a result retirement and other personal

opportunities for those departing. Ms. Cribb stated that she tried to keep this in mind when evaluating salary projections for FY2019. She pointed out that the projected increases detailed on the handout do not necessarily take place on July 1 and that most of these projected increases take place in a staggered fashion across FY2019. Mr. Matt Seale and Mr. Buddy Duke asked for her thoughts regarding some of the higher percentage increases listed. Ms. Cribb explained these projections are based on significant additions to their duties and outstanding performance of these new duties. Finally, she noted, these increases helped to bring their salaries in line with the overall market for the skillsets and responsibilities demanded of them at the RC. Ms. Cribb explained that all salary projections are accounted for in the budget process described earlier. Finally, Ms. Cribb pointed out the positions listed on the handout that will become vacant in the immediate future and noted that these positions would be refilled. Mr. Matt Seale asked if there was something going on that might be motivating some of the recent staff departures. In response, Ms. Cribb stated that while each case is different, the common theme seems to be either long-term staff retiring, or family-related opportunities. In conclusion, she reminded the committee of their responsibility to set the salary of the executive director and Chair Evans called for a motion to approve the proposed salary of the executive director. Mr. Grady Thompson made such motion, Mr. Carlos Nelson seconded. With no other discussion, the motion passed unanimously.

**REVIEW OF DRAFT SOUTHERN GEORGIA RC FY2019 BUDGET:** Chair Evans called upon Ms. Kelly Schultz, RC Finance Director to comment on the summary of the estimated budget document included in member packets (copy attached and made part of these minutes). Ms. Schultz explained this summary was the beginning point for the creation of a line-item budget for FY 2019 and over the next month she will be working to develop these detailed line-item entries for each program area. She and Ms. Cribb noted that some of the changes in the pass-through category and explained that with those changes, some of the administrative burdens in the delivery of these services would be relieved while the service itself would continue.

**REVIEW OF DRAFT SOUTHERN GEORGIA RC FY2019 WORK PROGRAM:** Ms. Cribb explained to the committee that as in past years, SGRC is required by the state law to compile a work program for planned activities in the upcoming fiscal year. Referring to the handout in member packets (copy attached and made part of these minutes), Ms. Cribb explained that a formal presentation in the following council meeting would highlight each of the program areas' planned activities. She also explained that at the June 2018 council meeting, the council would be asked to adopt the work program. 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.

**REPORT ON STATUS OF VALDOSTA OFFICE RELOCATION:** Chair Evans called upon Mr. Chris Strom, Assistant Executive Director, to provide an update on this matter. Mr. Strom reminded those present that the RFQ process in search of architects and engineers had begun on April 13<sup>th</sup> and had concluded on May 14<sup>th</sup>. In total, there were four responses to the engineering services RFQ and eight responses to the architectural services RFQ. Mr. Strom stated that at present, selection committee members from the RC staff were evaluating those responses and scoring responses. Mr. Strom informed everyone present that the goal was to conclude the scoring process by June 5<sup>th</sup> and on that day, identify at least two respondents from

each category for which to conduct an in-person interview. The goal is to conclude from these interviews, the final, preferred service provider in each service category, he stated. Beyond that determination, Mr. Strom informed members that a recommendation will be brought to the Executive Committee for review and approval at the June 2018 executive committee meeting. With the concurrence of the executive committee at that point, a contract will be negotiated and executed with each service provider. Mr. Strom suggested that the oversight of the executive committee is important in the selection process and encouraged the recruitment of at least one committee member to participate in the scoring and selection process. Mr. Matt Seale asked about the timeline for participation and was unfortunately not available on such short notice. Mr. Buddy Duke volunteered to participate in this process and was given a copy of each response packet.

Moving on to other news related to the relocation, Mr. Strom informed the committee that leadership from the neighboring office building, the local Department of Public Health (DPH), had expressed serious interest in the purchase of the Savannah Avenue office. At this point, DPH leadership had requested to take a tour of the building in the future and also perform a structural and mechanical inspection of the building. Mr. Strom told the group that he would make another report on the progress of this effort at the next committee meeting.

**ADJOURN:**

With no other business, the meeting was adjourned.

  
Joyce Evans, Chair

  
Peggy Murphy, Secretary