

**MINUTES OF THE  
COASTAL REGIONAL COMMISSION COUNCIL  
November 13, 2019  
Richmond Hill City Center, Richmond Hill, GA  
10:00 A.M.**

**CALL TO ORDER:** Chairman Allen Brown called the meeting to order at 10:00 a.m. Invocation was provided by Richard Hayes, followed by the Pledge of Allegiance led by Herb Jones.

**MEMBERS PRESENT:** Allen Brown, Ken Lee, Dan Coty, Craig Root, Preston Dees, Julie Martin, Sean Register, Reggie Loper, Herb Jones, Tom Ratcliffe, Jordy Evans, Shirley Frasier, David Boland, Lannie Brant, Donald Lovette, Brian Foster, Chester Ellis, Carter Infinger, Richard Hayes, Hugh Hodge, Bill Watson, Walter Gibson, Mary Hamilton, John Morrissey, and Rosa Romeo.

**MEMBERS ABSENT:** Ray Howard, Jason Coley, Michael Browning, Dr. Priscilla Thomas, Allen Amason, Shaw McVeigh, Rick Freeman, Jonathan McCollar, Chris Blaine, Chap Bennett, and Robert Parker.

**EX-OFFICIO MEMBERS PRESENT:** Chris Fletcher, Fort Stewart.

**GUESTS:** Steven Asplund, GeoVista

**STAFF PRESENT:** Allen Burns, Executive Director; Eric Landon, Planning & Gov't Services Director; Tayler Hames, Grant Specialist/Planner; Dionne Lovett, Aging Services Director; Lena Geiger, Finance Director; Beth Kersey, Fiscal Assistant II, and Colletta Harper, Administrative Services Director/HR.

**CRC Employee Recognition:** Executive Director Burns presented a plaque of appreciation to Beth Kersey, for her 20 years of service.

**Outgoing Council Member:** Chairman Allen Brown presented an outgoing member plaque to Sean Register, Bryan County Non-Public Representative.

**APPROVAL OF MINUTES:** A motion was made to approve the minutes from the October 9<sup>th</sup> meeting.

**Motion:** Commissioner Reggie Loper  
**Second:** Commissioner Rosa Romeo  
**Vote:** Unanimous

**APPROVAL of AUTHORIZING RESOLUTION for the 2020 5304 APPLICATION:** *(See Attachment 1, attached herein and made a part of these minutes.)* Eric Landon, Planning & Government Services Director, explained this is the yearly authorization to apply for 5304 funds. A motion was made to approve the Resolution as presented.

**Motion:** Commissioner Chester Ellis  
**Second:** Commissioner Reggie Loper  
**Vote:** Unanimous

**APPROVAL OF COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND AUDIT FOR THE YEAR ENDED JUNE 30, 2018** – *(See Attachment 2, attached herein and made a part of these minutes.)*

Budget & Finance Committee Chairman Ken Lee reported that the Committee had met prior to the Council meeting and went over the Audits and updates to the Financial Policies. He stated the FY19 Audit would be finalized by December 31<sup>st</sup> and the Committee was recommending approval of the items and stated that Auditor David McCoy, Auditor with Clifton, Lipford, Hardison & Parker, would present the audits and Lena Geiger would review the updates to the Financial Policies. Mr. McCoy reminded members that he did not present the

report last year because the situation with GDOT and the questioned costs with the 5311 program had not been resolved. As a result, the auditors had to do some additional work. The CRC resolved the issues with GDOT, withheld funds from the responsible TPO, and repaid the \$257,000 in questioned costs back to GDOT for the FY16-17 year. The CRC determined \$40,000 would be owed for FY18 and self-reported this GDOT. There is no payback for FY19 because the procedures were changed. The only changes to the Audit from what was originally presented is that there was a liability and receivable recorded which resulted in three findings added to the report regarding the one issue with GDOT, it just had to be reported different ways. Management provided a Corrective Action Plan and it was reviewed and determined that the issue was resolved. The Audit was submitted to the Department of Audits and has been accepted and now needs formal approval from the Council. There was a brief discussion on the issue with the TPO and possible litigation. Mr. McCoy stated that any litigation would not affect the audits. A motion was made to recommend approval of the FY18 Comprehensive Annual Financial Report to the full Council.

**Motion:** Mayor Hugh Hodge

**Second:** David Boland

**Vote:** Unanimous

**Draft Comprehensive Annual Financial Report (CAFR) and Audit for the Year Ended June 30, 2019 –**

*(See Attachment 3, attached herein and made a part of these minutes.)* David McCoy, Auditor with Clifton, Lipford, Hardison & Parker, stated that the field audit is complete and the numbers have been reconciled and they do anticipate issuing an unmodified opinion. The only recommendations anticipated is minor formatting corrections. The Audit shows the CRC continues to operate in the black, which is good. The biggest change is that as a result of the FY18 Audit and the questioned costs by GDOT, the CRC is now a “high risk” auditee and requires 40% compliance testing of federal programs for the next two years; the 5311 program will receive more testing since it had the compliance issues last year. Any legal issues do not affect the risk level. If there are no findings, the CRC could become low-risk again in FY21. Executive Director Burns stated that the issue with finishing up the FY18 Audit is why they are behind on the FY19. He stated we are asking the Council to accept the draft with the knowledge that it will be finalized in December so that we can submit it by the December 31<sup>st</sup> deadline; the final will be provided to the Council in January, and if there are any major changes, they can be emailed to the Council before submittal in December. A motion was made to approve the Draft FY19 Comprehensive Annual Report so it can be submitted to the Department of Audits by December 31, 2019 deadline; if there are any major changes they will be emailed to the Council prior to submission.

**Motion:** Commissioner Rosa Romeo

**Second:** Commissioner Walter Gibson

**Vote:** Unanimous

Budget & Finance Committee Chairman Ken Lee thanked Lena Geiger, Finance Director, for her work.

**APPROVAL OF AGREEMENT WITH CITY OF SAVANNAH FOR TRANSFER OF WORKFORCE –**

*(See Attachment 4, attached herein and made a part of these minutes.)* Executive Director Burns stated that we are working jointly to make sure the transition of the Workforce goes smoothly. The Agreement was sent to the State and they are good with it; it was also sent to the interim Savannah City Manager; however, we may have to make a few changes as we will need to provide funding to Savannah for the Workforce portion of their audit next year, which is only fair. There may be a few other little things that need to be changed, but we are nearing the end of the year, so we need the Council to authorize me and the Chairman to sign the Agreement once it has been finalized. There was a brief discussion on their computers, performance expectations, and funding. Our liability for Workforce will begin on January 1 and the federal funds come through the Technical College. Our IT staff has been out inventorying their computers and Savannah has been updating them and our staff is comfortable that they can get the majority of them upgraded to 365 by July 1, 2020. A motion was made to

authorize the Executive Director and Chairman to sign an Agreement with the City of Savannah for the Transfer of Workforce.

**Motion:** Commissioner Chester Ellis  
**Second:** Chairman Carter Infinger  
**Vote:** Unanimous

**APPROVAL of UPDATE TO CRC FINANCIAL POLICIES:** *(See Attachment 5, attached herein and made a part of these minutes.)* Lena Geiger, Finance Director, stated that in preparation of taking on Workforce, the CRC's policies needed to be updated to address what the state is looking for and also address the new super circular that came out a few years ago. Most of these changes we were already doing, it just wasn't codified. Ms. Geiger referred members to the handout and stated that anything "struck through" would be deleted and anything underlined/highlighted was being added. After a brief discussion, it was recommended that on page 5, Item I, the second sentence be reworded to say "The Commission will develop internal control procedures that maximize the efforts to prevent fraudulent use of credit cards. A motion was made to approve the update with the recommended change to the Financial Policies.

**Motion:** Mayor Ken Lee  
**Second:** Chairman Carter Infinger  
**Vote:** Unanimous

### **OTHER BUSINESS**

Mr. Chris Fletcher, Public Affairs Officer, Fort Stewart, reported that on October 20<sup>th</sup>, a Bradley had rolled over into water on the base and three soldiers were killed, three injured, one severely. He stated the wounded soldiers have been reunited with their families, funerals have been held, and the division held a memorial service on October 31<sup>st</sup>. There are two separate investigations into the incident and the results should be made public in the next couple of weeks. He thanked everyone for their support during this difficult time.

**GARC Update** – CRC GARC Representative David Boland reported that the GARC held their annual conference last week and two of the major topics were Workforce Development and he received a good overview of their funding, performance standards and organization. If anyone would like to know more, please see him after the meeting.

**Project Status Reports** - *(See Attachments 6, 7, 8, 9, and 10 attached herein and made a part of these minutes.)* No questions were raised.

**CADDA Report:** *(See Attachment 11, attached herein and made a part of these minutes.)* No questions were raised regarding the CADDA report. Craig Root reported they had a negative net operating number as a result of a long-term employee resigning to go to work for a bank and they have not refilled the position and are evaluating to see if they need to do something different, maybe not another loan officer, but support staff; the income offset was from rental on a property they took back; he just wanted everyone to know they are addressing the issues of the negative operating income. These numbers are unaudited and there will be an audit done at the end of the year.

### **EXECUTIVE DIRECTOR'S REPORT**

- Aging is hosting Area Plan public hearings – one was held on the 6<sup>th</sup> in Savannah; November 19 here; December 3 in Statesboro, and December 5<sup>th</sup> in Darien. This begins another four-year planning cycle, with updates annually. Please attend if you can.

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- Financial Report – at the end of FY19, everyone had excess in their reserves and we were able to put a little over \$400,000 into our reserves which brings us to a little over \$1.6 million. We are getting close to our \$2 million goal (two months of operating costs); however, since we are adding workforce to our programs January 1, 2020, we will need \$2.5 million, and the next year, when we have it a full year, we will need \$3 million in reserves.
- Please take the time to read the Audit Report; the auditor’s portion is eight pages and the rest is done by Lena, and she does a good job.
- Assisting Effingham County with their TSPLOST. If there is anything you need help with, please let us know.
- Spoke to the Brunswick Kiwanis about Workforce. If you ever need a speaker, call us.
- GARC Annual Conference last week was a good meeting; Commissioners for DCA and DHS were in attendance. The National Association of Development Organizations (NADO) cornered us about what is coming up with the Communities of Faith initiative; they want to use us as a model.
- November 21<sup>st</sup>, 9-4 here at the City Center is the Communities of Faith Meeting with Mike Beatty; lunch will be provided. Only 50 people have signed up. We need everyone in the room to sign-up and attend and if you know someone who would be interested, forward them the link so they can sign up as well and make sure your committee members are invited. They want to print out nametags in advance of the meeting and we’d like to see the room packed.
- We’re finalizing the Annual Report and I will be delivering it in December. The cover has a picture of one of our tree saplings; hope to have 40 acres of pine trees to sell in the future.
- Spending a lot of time on Workforce and the transfer of the program and ensuring they do not have a gap in insurance coverage. Next year will be exciting.
- Mentioned to the Budget & Finance Committee that we didn’t put purchase of vehicles in our budget this year. 2011 was the last time we purchased a vehicle and it was used and now has 180,000 miles on it. With the addition of Workforce we will need to purchase a couple of vehicles since they currently use the City of Savannah’s vehicles. We will make an adjustment for this in the mid-year budget.
- Happy Thanksgiving, Merry Christmas, and Happy New Year! No meeting in December.
- **ADJOURNMENT:** There being no further business, the meeting was adjourned at 11:30 p.m., with lunch following.

**NEXT MEETING:** The next meeting will be on **Wednesday, January 8, 2020, at the Richmond Hill City Center at 10:00 a.m.**