

**MINUTES OF THE
COASTAL REGIONAL COMMISSION COUNCIL
March 12, 2014
Richmond Hill City Center, Richmond Hill, GA
10:05 A.M.**

CALL TO ORDER: Chairman Jim Thomas called the meeting to order at 10:00 a.m. Invocation was provided by Clarence Knight, followed by the Pledge of Allegiance.

MEMBERS PRESENT: Clyde Taylor, Sean Register, Ken Lee, Shaw McVeigh, William Miller, Dan Coty, Linda Barker, Allen Brown, David Boland, Jim Thomas, Chap Bennett, Jimmy Burnsed, Margaret Evans, Priscilla D. Thomas, Tom Ratcliffe, Matthew Barrow, Herb Hill, Jimmy Starline, Charles Wilson, and Jason Coley.

MEMBERS ABSENT: Kelly Spratt, Craig Root, Jan Moore, Walter Gibson, Herb Jones, Harold Fowler, Robert Long, Donald Lovette, John Morrissey, Reggie Loper, Julie Martin, Hugh Hodge, Gwendolyn Davis, Chris Blaine, Edna Jackson, J.C. Warren, and Russell Keen.

EX-OFFICIO MEMBERS PRESENT: Clarence Knight, Kingsland; Ron Elliott, Fort Stewart.

GUESTS: David Hainley, Glynn County; Tom Allmon, Patrick Bean, Kathleen Henise, and David Southerland Fort Stewart; Patrick Graham, CHA; Clay Mobley, Georgia Conservancy; Tina Hutcheson and Jennifer Fordham, DCA; and Joe Parker, Jr, Freelance Reporter.

STAFF PRESENT: Allen Burns, Executive Director; Lena Geiger, Finance Director; Don Masisak, Transportation Director; Lauren Robesky, Economic Development Director; Meizi Wolven and Bill Compton, Grant Specialists; Dionne Lovett, Aging Services Director, and Colletta Harper, Administrative Services Director.

NEW COUNCIL MEMBER: Chatham County Vice Chair Priscilla D. Thomas.

APPROVAL OF MINUTES: Chairman Thomas noted that Matthew Barrow needed to be changed from absent to present in the minutes from the February 12th meeting. A motion was made to approve the minutes with the change.

Motion: Ken Lee
Second: Linda Barker
Vote: Unanimous

NEW BUSINESS

Approval of Chatham County Vice Chair Priscilla D. Thomas to the Budget & Finance Committee— (See Attachment 1, attached herein and made a part of these minutes.) A motion was made to approve the appointment of Vice Chair Priscilla D. Thomas to the Budget & Finance Committee.

Motion: Shaw McVeigh
Second: Clyde Taylor
Vote: Unanimous

Approval of Executive Director's Evaluation. (See Attachment 2, attached herein and made a part of these minutes.) Chairman Thomas referred members to the evaluation summary. In light of past transportation issues, it was recommended that he stay on top of fiscal management. A motion was made to approve the evaluation.

Motion: Mayor Margaret Evans

Second: David Boland
Vote: Unanimous

Approval of Auditors for FY 2014-2016: *(See Attachment 3, attached herein and made a part of these minutes.)* Budget & Finance Committee Chairman Jimmy Burnsed stated that he, Jason Coley, and Dan Coty, along with Allen and Lena had evaluated four RFPs that had been submitted. In all of the evaluations, the McNair firm received the highest ranking and the cost is actually \$2,000 less than previous years. It was noted that Mr. Chris Edwards, who was previously employed with our current auditors and is very familiar with regional commissions, is now employed with the McNair Firm; this information was not divulged to the evaluating committee until after the evaluations were completed. A motion was made that the McNair firm be approved as our Auditors for FY 2014-2016.

Motion: Dan Coty
Second: Charles Wilson
Vote: Unanimous

Approval of FY14 Amended Work Program and Budget – *(See attachment 4, attached herein and made a part of these minutes.)* Executive Director Burns referred members to the handout and gave a brief overview of the FY14 Amended Budget and has a net decrease of \$591,003 from the original budget. The total Amended Budget is \$12,777,424 consisting of \$5,128,588 for Aging Services, \$6,604,501 for Coordinated Transportation, \$568,597 for Planning/Local Government Services, \$275,260 for Economic Development, and the General Fund budget of \$200,480. This budget compares to the original budget of \$13,368,427 for FY 2014. It was estimated in the amended budget that transportation will have a deficit of about \$200,000; however, with recent meetings, DHS has informed us we will receive additional funds so it will come down by \$70,000, so the deficit will be around \$135,000. Staff will continue to work and try to get it down. Highlights of the budget changes are shown in the memo and spreadsheets.

The Bylaws require our unrestricted fund balance to be between 5% and 10% of our budgeted revenues. For budgeted revenues of \$12,546,692, we would need to have a minimum of \$627,335 in reserve. As of June 30, 2013, we have \$1,202,190 in unrestricted funds which equates to 9.6% of the budgeted revenue for FY2014.

After a brief discussion, a motion was made to approve the Amended FY14 Budget.

Motion: Mayor Margaret Evans
Second: William Miller
Vote: Unanimous

Approval of Risk Assessment – *(See attachment 5, attached herein and made a part of these minutes.)* Executive Director Burns stated that the only negative on the Risk Management Checklist is on Page 9 in that we have not developed a five-year Strategic Plan. Burns stated that it was not feasible to have a five-year Strategic Plan when we really can't implement it one due to our cash flow fluctuations; we're not even able to rotate the buses at 100,000 miles like GDOT would have us do because of funding. Once the agency is debt free, we will look at establishing a Plan.

It was noted that the Risk Assessment template was provided by previous auditors, Lena conducts the annual assessment, and it is reviewed by our auditors during our annual audit. A motion was made that the Risk Assessment be approved as presented.

Motion: Dan Coty
Second: Chairman Jimmy Burnsed
Vote: Unanimous

PRESENTATIONS

Transitioning Soldiers at Fort Stewart – (See Attachment 6, attached herein and made a part of these minutes.) Mr. Tom Allmon, with the Fort Stewart DHR, explained that the Army Career and Alumni Program (ACAP) is designed to assist Soldiers, Retirees, Veterans, Department of the Army civilians and their eligible family members, as they leave active duty for the civilian job market. Mr. Patrick Bean then provided a PowerPoint Presentation on the different steps of the program for the transitioning soldier. Fort Stewart will be conducting a Hiring Fair on May 22, 2014 at Fort Stewart Club. Everyone was encouraged to participate in the fair, there is no cost for employers, and they had packets available for anyone interested in participating.

Executive Director Burns stated that everyone should look at this as a priority. This is a good opportunity to hire good workers who have clean backgrounds and are drug free and keep them in our region. Chairman Thomas noted that 50% of Hinesville's police force has military backgrounds.

Mr. Tom Ratcliffe announced that there would be a special meeting of the Georgia Military Affairs Coordinating Committee on April 3rd at the Robins Museum of Aviation in Warner Robins. There will be two presentations: (1) General McMahon will discuss the SWOT analysis conducted at the 21st Century Partnership along with assistance from their regional commissions; and (2) Gary Jones from Columbus and the Valley Partnership. Burns stated that Chuck Hunsaker had also sent him the information, and he is planning on going; if anyone else is interested in attending let him know. Mr. Hunsaker was supposed to be at this meeting; however, he had to cancel due to health reasons, but will attend a future meeting.

National Preservation Conference – No one was present from the Historic Savannah Foundation. (See Attachment 7, attached herein and made a part of these minutes.)

OTHER BUSINESS

Update on GARC – CRC GARC Representative Clarence Knight reported that the Annual GARC Economic Development Conference will be held May 4-6 at Young Harris, GA.

DRI Report: (See Attachment 8, attached herein and made a part of these minutes.) Executive Director Burns referred members to the handout of the Official Report of DRI Findings #2365. This proposed development is located in Bulloch County for a residential Planned United Development. The CRC has found this project to be in the best interest of the region and of the State.

Project Status Reports - (See Attachments 9, 10, 11, 12 and 13 attached herein and made a part of these minutes.) If anyone has any questions, please see staff after the meeting.

CADDA Report: No questions were raised regarding the CADDA report. (See Attachment 14, attached herein and made a part of these minutes.)

EXECUTIVE DIRECTOR'S REPORT

- Don and I attended the Georgia Transit Authority meeting/Day at the Capitol.
- Will be signing a MOA with Savannah State on an internship program. If you're looking for interns, let me know; if they don't fit our needs, we will pass them on to one of our local governments.

- Spoke to the Statesboro Rotary Club and the Goshen Real Estate Group in Savannah.
- Met with Glynn County's new Development Authority Director Chuck Scragg.
- Have been meeting with GDOT and DHS staff on transit issues; they have been very helpful.
- Co-hosted with the City of Kingsland a sidebar conference on economic development, conducted by Dan McRae, Sefarth Shaw.
- Fort Caroline – met with representatives from the University of Florida. They are fairly confident that the first colony in the U.S. is located in our region in Glynn County. We are trying to assist with LiDAR and grant funding.
- DCA has requested our assistance in finding local authorities in our region that are not up-to-date with their filings with DCA.
- If your city/county has not done your self-reporting, please do so, it is located on our website.

Chairman's Report

Chairman Thomas stated that he will try to get someone from House Armed Services to give an update on BRAC and what Congress thinks. He will also try to get one of our legislators to give an update once the legislative session is finished.

Mr. Dan Coty announced that the Coastal Empire Council, Boy Scouts of America and the Okefenokee Area Council, Boy Scouts of America have merged to form a new Coastal Georgia Council. He then introduced Mr. Tom Cardiff, Scout Executive, who stated the Council Service Center is located in Savannah and they are looking to build a satellite office in Bryan County. The newly formed Council serves 22 counties and has 10,000 members.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:00 p.m., with lunch following.

NEXT MEETING: The next meeting will be on **Wednesday, April 9, 2014, at the Richmond Hill City Center at 10:00 a.m.**