

**SOUTHERN GEORGIA REGIONAL COMMISSION
MINUTES OF THE EXECUTIVE/AUDIT COMMITTEE MEETING
December 13, 2018
SPORTS COMPLEX & CIVIC CENTER, PEARSON, GEORGIA
10:00 A.M.**

Members in Attendance:

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

Staff Present:

Lisa Cribb
Kelly Schultz
Chris Strom

Guest Present:

Nick Valenti

REVIEW AND APPROVAL OF MINUTES FOR JUNE 28, 2018 MEETING:

Chair Joyce Evans called the meeting to order and then reminded those present that the minutes of the June 28, 2018 Executive Committee meeting were previously emailed to members (copy attached and made a part of these minutes). Mr. Grady Thompson made a motion to approve the minutes. Mr. Lee Gowen seconded the motion. Motion carried unanimously.

**REVIEW OF THE SOUTHERN GEORGIA REGIONAL COMMISSION ANNUAL
AUDIT, YEAR ENDED JUNE 30, 2018:**

Chair Evans called upon Nick Valenti of Valenti, Rackley and Associates to give the review of the SGRC's annual audit for the year ending June 30, 2018. Mr. Valenti referred those present to a copy of the completed audit (copy attached and made a part of these minutes). Mr. Valenti gave a thorough report on the audit. In addition, Mr. Valenti noted that the SGRC is a mature agency with a knowledgeable and experienced financial staff which allows for a much smoother audit process. While reviewing the results of the audit with the committee, Mr. Valenti directed those present to page 97 where he identified one finding that he called an internal control issue. He went on to say that SGRC management has created a Corrective Action Plan to address the issue. Mr. Valenti stressed that the RC's financial statements are accurate, and all reporting to funding agencies were correct. After Mr. Valenti finished his overview of the audit, SGRC staff answered questions from the executive committee on the FY18 loss in the IT department. Executive Director Lisa Cribb stated that she and Assistant Executive Director Chris Strom have been working to find a solution to the loss in the IT Department and would be presenting a possible solution to the Executive Committee in the coming months. Lee Gowen made a motion to recommend approval of the audit to the council. Steve Taylor seconded the motion. Motion carried unanimously.

UPDATE ON VALDOSTA OFFICE RELOCATION:

SGRC Assistant Executive Director Chris Strom gave the Executive Committee members an update on the relocation of the SGRC Valdosta office. He referred the members to a timeline of events located in their packets (copy attached and made a part of these minutes.) Mr. Strom

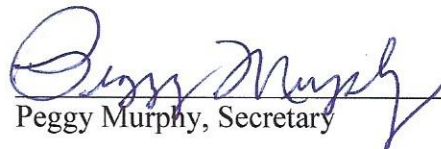
assured those present that since the last meeting in June that contracts with Ellis Rickett and Associates Architecture (ERA) and Lovell Engineering Associates (LEA) have been executed. As part of the contract with ERA, a conceptual floor plan was developed. SGRC staff and department heads have been given the opportunity to review and give feedback on the proposed floor plan. Mr. Strom stated that in September 2018, the SGRC had its first-step meeting with City of Valdosta departments and it concluded with no issues. The city also approved a variance for a front setback distance to the building. In October 2018, the building exterior elevations and rendering were completed and floorplan modifications were performed. Also during October, ERA consulted with an electrical engineer for input on the new building's data, voice, a/v, and backup power needs. Mr. Strom continued that in November the final floor plans were provided for review along with finish schedules for doors, floors, ceilings, and walls. Mr. Strom stated that the review of these items had concluded and feedback was delivered to ERA. The next step, according to Mr. Strom, is completing a cost estimation for construction and furniture, fixtures, and equipment. At this time the approximate construction cost estimation given by ERA is \$165 per square foot. This estimate is an average across all spaces in the proposed building as the cost of certain spaces may be below or above this number. The total square footage of the building is 15,000. At this point, Mr. Grady Thompson suggested having another architect look over the plans to give a second opinion of design features as well as cost estimation.

Mr. Strom concluded his discussion of the progress of the office relocation by stating that Mr. Tad Williams with the Department of Public Health has stated the Savannah Ave. office would be an asset to the operations of the Department of Public Health in Lowndes County and he is working diligently to prepare for a purchase of this location. Mr. Strom stated that he has shared with Mr. Williams the appraised amount on the building which came in at \$219,000. At the time of the meeting, the Department of Public Health had not made a monetary offer for the property.

ADJOURN:

There being no further business, the meeting was adjourned.


Joyce Evans, Chair


Peggy Murphy, Secretary