

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

**May 23, 2019  
10:00 A.M.**

**Members in Attendance:**

Bennett, Neal  
Evans, Joyce  
Gowen, Lee  
Thompson, Grady  
Seale, Matt

**Staff Present:**

Lovett, Roberta  
Schultz, Kelly

**REVIEW AND APPROVAL OF MINUTES FOR APRIL 25, 2019 MEETING:** Chair Evans called the meeting to order and then reminded those present that the minutes of the April 25, 2019 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 Lee Gowen seconded the motion. Motion carried unanimously.

**REVIEW OF SOUTHERN GEORGIA RC FY2020 BUDGET PROCESS:** Chair Evans called upon Kelly Schultz, RC Finance Director, to make this presentation to the committee. Ms. Schultz referred those present to the budget process handout in their packets (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 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. 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 Finance Director, Kelly Schultz, to address this agenda item. Ms. Schultz referred the members to the projected salary analysis pages located in their member packets (copy attached and made part of these minutes). She 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. Schultz explained that when evaluating and making staff salary projections, a number of factors are considered that are specific to the program area as well as the overall picture of staff compensations. 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 FY2020. She also noted that the increases shown are a combination of salary raises and promotions. Ms. Schultz explained that all salary projections are accounted for in the budget process described earlier. She reminded the committee of their responsibility to set



the salary of the executive director. Matt Seale requested a salary comparison of all 12 Georgia Regional Commissions' Executive Directors, so that the committee could get an idea of the average salary. He stated that the proposed SGRC Executive Director's salary seemed modest, and he would like to see that it is in line with other regional commissions. RC Workforce Director, Roberta Lovett, supplied the committee with a list of other regional commission Executive Directors' FY2018 salaries as listed on the [open.georgia.gov](http://open.georgia.gov) website. After reviewing the comparisons, Grady Thompson suggested a 3% increase for the Executive Director instead of the proposed 1%. Lee Gowen also suggested a 3% increase to be implemented over the next fiscal year. With there being consensus among the committee, Chair Evans asked for a motion. Lee Gowen made a motion to recommend a 3% increase for RC Executive Director, Lisa Cribb. Grady Thompson seconded the motion. With no other discussion, the motion passed unanimously.

**REVIEW OF DRAFT SOUTHERN GEORGIA RC FY2020 BUDGET:** Chair Evans called upon 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 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 2020 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 FY2020 WORK PROGRAM:** Chair Evans called upon Roberta Lovett, RC Workforce Director, to speak on the work program draft. Ms. Lovett explained that the SGRC is required by 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), she explained that a formal presentation would be spread over two council meetings, May and June, where each of the program area directors' will highlight planned activities. 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.

**OTHER BUSINESS:** In other business, Chair Evans initiated a discussion on the possibility of moving the council meetings to another location in 2020. She suggested to the committee that the meetings be held at the SGRC office in Waycross for the first six months of 2020 and in Valdosta for the last half of the year. Chair Evans asked the committee for their thoughts and suggestions on relocating the meetings. The committee discussed the pros and cons of moving the meeting location. The committee agreed that a rotating schedule between Pearson, Waycross, and Valdosta could possibly boost attendance. Lee Gowen recommended having the January 2020 meeting in Waycross and the February 2020 meeting in Valdosta, or vice versa to see if it

works. The other committee members present agreed with his recommendation. Chair Evans thanked the committee for their input.

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



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Joyce Evans, Chair



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Peggy Murphy, Secretary