

**SOUTHERN GEORGIA REGIONAL COMMISSION
EXECUTIVE COMMITTEE MEETING
MINUTES
Via Conference Call
APRIL 21, 2021
11:00 a.m.**

CALL TO ORDER AND WELCOME: Chair Joyce Evans called the meeting to order and welcomed Executive Committee members, staff and guests.

PROTOCOL FOR VIRTUAL MEETING: Chair Evans called upon SGRC Executive Director Lisa Cribb to review the procedures to be used during the conference call. Ms. Cribb explained to all that called in to make sure they: mute their phone when not speaking; state their name when making a motion or second; and unmute their phone to make motions/seconds, to participate in discussions, and to vote.

ROLL CALL: Chair Evans asked SGRC Assistant Executive Director Chris Strom to call the roll. Mr. Strom stated that he would call each Executive Committee members' name. He asked that council members respond with "here or present" so a quorum could be determined. After he checked the roll, he asked that guests and staff present please state their names. Results are shown below:

Members in Attendance:

Bennett, Neal
Evans, Joyce
Gowen, Lee
King, Barbara
Seale, Matt
Stone, Keith
Taylor, Steve

Staff Present:

Cribb, Lisa
Schultz, Kelly
Strom, Chris

REVIEW AND APPROVAL OF MINUTES FOR JANUARY 27, 2021 MEETING

MINUTES: Chair Evans reminded those present that the minutes of the January 27, 2021 Executive Committee meeting were emailed to members for their review (copy attached and made a part of these minutes). Steve Taylor made a motion to accept the minutes, and Matt Seale seconded the motion. Motion carried unanimously.

REVIEW CURRENT YEAR BUDGET AMENDMENT: Chair Evans called upon RC Finance Director Kelly Schultz to present the Current Year Budget Amendment. Ms. Schultz reminded the executive committee that each year the RC performs an amendment to the initial RC budget developed at the beginning of the fiscal year. The reason for this, she stated, is that changes naturally occur during the fiscal year that are unforeseeable. Ms. Schultz directed members to turn to the page in their packet entitled revenue comparison (copy attached and made a part of these minutes). She stated that she prepared the budget in June 2020 with hopes that business would be back to normal, but then COVID pandemic restrictions extended, so business did not get back to normal.

Ms. Schultz did note that even with the ongoing COVID pandemic restrictions, the RC did see some opportunities. Aging received approximately \$150,000 extra money for in-house services

for clients unable to get out of their homes due to COVID restrictions and material aid to Senior Centers for laptop computers. She stated that there were also increases in revenues from the EDA CARES Act funding of \$79,890. Even with the increases in Aging and EDA CARES act funding, the RC revenues overall decreased. She pointed out that the comparison between the approved FY2021 budget and the revised FY2021 budget illustrated a decrease in total revenues of \$1,536,427. Ms. Schultz also noted that in the comparison of approved vs. revised expenses, there was a similar reduction in expenditures totaling \$1,520,029. She explained that the decrease in both of these categories is primarily due to the timing of grant and contract awards, staff assignment changes, COVID restrictions, and other factors. A specific example of a substantial reduction in revenues she listed was the decrease in Workforce Development of \$495,000 in funding for pass-through to service providers. This decrease reflects the pulling of the One-Stop Program by GDOL due to COVID to help with unemployment through the CARES Act. Also, there was a decrease in Transportation revenues. The Coordinated Transportation program took a hit this year due to not providing the rides they typically would due to COVID. She noted corresponding decreases in expenditures in the same amount for both pass-through to service providers for Workforce Development and Transportation contracts.


Ms. Schultz stated that the original budget had indicated excess revenues of \$24,414; at the time of the meeting, the revised budget shows an excess of \$8,016. Ms. Schultz then directed executive committee members to turn to the proposed budget amendment document (copy attached and made a part of these minutes). Ms. Schultz explained how to read the charts on this page and the following pages detailing each program area. In summary, she told those present that the result of the proposed budget amendment was a deficit of \$16,398 in revenues over expenditures from the original budget. She then asked if there were any questions. Matt Seale made a motion to recommend this budget amendment for adoption by the full council with no other questions or comments. Buddy Duke seconded the motion. The motion passed unanimously.

REVIEW DUES SCHEDULE FOR FY2022: Chair Evans called upon RC Finance Director Kelly Schultz to present the proposed Dues Schedule for FY2022. Ms. Schultz began by reminding members that the Department of Community Affairs mandates that regional commissions use the latest population estimates to assess member dues each year. As such, she explained that each year around this time, the RC gathers updated population information from the U.S. Census Bureau database and compiles a new dues schedule based upon this updated estimate for each county. Ms. Schultz stated that the 2020 Census numbers would not be provided to the states until September 2021 at the earliest, so the dues schedule is based on the most current population numbers from the 2019 estimate put out by the U.S. Census Bureau in March 2020. These are the same numbers used for the FY2021 dues schedule, which explains Ms. Schultz stated why the current FY2021 dues and the proposed FY2022 dues would be the same. She then referred committee members to the dues schedule in their packets (copy attached and made a part of these minutes). There being no questions or comments, Chair Evans called for a motion to recommend the FY2022 dues schedule to the SGRC council for approval. Matt Seale made a motion to recommend approval of the Dues Schedule for FY2022 to the full council. Barbara King seconded the motion. The motion passed unanimously.

APPOINTMENT OF NOMINATION COMMITTEE: Chair Evans explained there is currently one vacancy on the executive committee after Grady Thompson chose not to run for re-election to the Tift County Board of Commissioners. Also, it is time to elect officers for a two-

year term. She stated she is appointing the executive committee as the nomination committee to begin the process to fill the vacancy and nominate executive committee officers. Chair Evans explained that the nomination committee would have a meeting in early May before the regular council meeting to review these. Then, at the regular council meeting on May 27, 2021, the full council will have the opportunity to vote for and approve the nominee and slate of officers.

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



Joyce Evans, Chair



Matt Seale, Secretary