

GNRC

Greater Nashville Regional Council
501 Union Street, 6th Floor
Nashville, Tennessee 37219-1705

Executive Committee Meeting
Wednesday, May 18, 2016 – 10:45 a.m.
Music City Central
400 Charlotte Avenue
Nashville, Tennessee

MINUTES

Those in Attendance:

Rogers Anderson	Williamson County
Brooke Barrett	TDEC
Howard Bradley	Robertson County
Paige Brown	Gallatin
Ernest Burgess	Rutherford County
Patti Carroll	Fairview
Philip Craighead	Lebanon
Jim Durrett	Montgomery County
Scott Foster	Hendersonville
Anthony Holt	Sumner County
Chris Hoop	For Mayor Don Weiss, City of Dickson
Randall Hutto	Wilson County
Rick Johnson	Ashland City
Denise McBride	THDA
Kim McMillan	Clarksville
Ken Moore	Franklin
Jeff Peach	Smyrna
Bob Rial	Dickson County
Bill Terry	TACIR
Dianna Tomlin	Mid TN RPO
Ken Wilber	Portland
Cynthia Balfour	GNRC
Tonya Blades	GNRC
Misty Donaldson	GNRC
Amanda Evilcizer	GNRC
Teresa Gamble	GNRC
Amanda Giner	GNRC
Sara Fowler	GNRC
Kim Hale	GNRC
Keisha Harris	GNRC
Garrett Haynes	GNRC
Angie Hutchison	GNRC
Hope Jackson	GNRC
Jovia King	GNRC
Rasheedah Pardue	GNRC
Norma Powell	GNRC
Laylah Smith	GNRC
Matt Von Lunen	GNRC
Gayle Wilson	GNRC

Call to Order

President Randall Hutto called the Executive Committee Meeting to order at approximately 10:50 a.m. on Wednesday, May 18, 2016 at the Music City Central Station, 400 Charlotte Avenue, Nashville, Tennessee.

President Hutto welcomed any new members and guests.

ITEMS FOR DISCUSSION

Area Agency on Aging and Disability (AAAD)

Norma Powell, Deputy Executive Director of AAAD, reported that the Area Plan was submitted to TCAD on March 31st. TCAD approved everything except the request for advance payment instead of invoice for reimbursement. That means GNRC AAAD has to show evidence that payments were made to the providers before they will reimburse us. Come FY 2017 this may become a huge issue.

Upon reviewing GNRC's independent audit, TCAD sent a separate letter stating that GNRC AAAD needed to show evidence that GNRC has a procedure for the year-end closing and it is accurate and complete and the payroll staff are trained. This is the first time TCAD requested a follow-up to the independent audit.

On January 11-15, 2016, TCAD conducted an audit on the aging programs. The results show seven (7) findings this year which is significantly lower from twenty-two (22) findings last year. Three (3) of the findings were with SHIP, two (2) of the findings were regarding the SAMS database, one (1) finding was where an agency failed to start services within 5 business days and one (1) finding was a fiscal finding where GNRC failed to submit a cost allocation plan to TCAD.

Norma announced GNRC will host a caregiver conference on June 22, 2016. Details are on the GNRC website.

Research, Planning and Development

Matt Von Lunen, Research, Planning and Development Division Administrator, reported that the planning department is starting to assist Nashville State – Waverly and TCAT – Hartsville with grants for the Labor Education Alignment Program. Kent Archer of ECD, who runs the Community Development Block Grant program, will be at next month's meeting to present to the Executive Committee and answer questions. Greer and Tonya are assisting the TN River Trail Association with organizing their Bike-Ped Conference in Paris Landing State Park on June 22-23. Staff has completed an application for recreation funds in Houston County. Matt mentioned the planning department is available to meet with anyone to discuss local planning contracts with municipalities in the region. Matt introduced Don Clarkin, a summer intern.

ACTION ITEMS

Approval of Minutes

President Randall Hutto called for corrections or additions to the minutes of the April 6, 2016 GNRC Executive Committee meeting. Mayor Rogers Anderson asked for the minutes to have more clarification and the legal counsel to look them over. After the corrections are made, the minutes will be approved at the next meeting.

Financial Report

Jovia King, Deputy Chief Fiscal Officer, presented the financial report for the month ending April 30, 2016. The total expenditures for the month of April were \$857,368.78 with pass through of \$6,745.20. The year-to-date expenditures were \$6,507,144.26 with pass through of \$2,352,461.63. The year-to-date revenues were \$7,218,647.14. The ending balance in the bank

account was \$757,861.56 and the ending balance in the investment account was \$373,354.35. It was asked that the finance report be sent out ahead of time in the meeting packet.

Portland Mayor Ken Wilber made a motion to approve the finance report. Clarksville Mayor Kim McMillan seconded the motion. The motion was unanimously passed.

Project Review

Matt Von Lunen, Research, Planning and Development Division Administrator, presented nine (9) new projects that were reviewed this reporting period. Staff found no conflict with existing or planned activities and recommended approval. There are seven (7) USDA projects, one (1) EPA project and one (1) DOT project.

Williamson County Mayor Rogers Anderson made a motion to approve the projects as submitted. Sumner County Executive Anthony Holt seconded the motion. The motion was unanimously passed.

Resolution GNRC 2016-06 RLF Recertification

Jovia King, Deputy Chief Fiscal Officer, presented Resolution GNRC 2016-06: A Resolution for the Revolving Loan Fund Plan. This certification is required semi-annually by EDA.

Clarksville Mayor Kim McMillan made a motion to approve Resolution GNRC 2016-06 as presented. Lebanon Mayor Philip Craighead seconded the motion. The motion was unanimously approved.

FY2015 Final Audit

Jovia King, Deputy Chief Fiscal Officer, submitted the final FY2015 audit from Jobe, Hastings & Associates.

Clarksville Mayor Kim McMillan made a motion to approve the final FY2015 Audit. Rutherford County Mayor Ernest Burgess seconded the motion. The motion was unanimously passed.

Complaint from Employee

Hope Jackson, Deputy Executive Director of Human Resources & Chief Legal Counsel, reported that there was an employee complaint based on a 2013 disciplinary action taken by Sam Edwards, then GNRC Executive Director. The complaint alleges that Mr. Edwards failed to follow the disciplinary procedures outlined in the GNRC Personnel Policy Manual and docked two employees pay 1 step for six weeks. Hope Jackson, Chief Legal Counsel, researched the matter and concluded that under GNRC's Personnel Policy Manual and By-Laws it was within the authority of Sam Edwards, as Executive Director, to discipline the employee by docking their pay 1 step for six weeks. Hope recommends the Committee uphold the 2013 disciplinary action. However, in the course of the investigation, fiscal staff discovered that their pay was not docked six weeks but six pay periods which is actually 12 weeks. Hope also recommends that the employees be reimbursed for the improper deduction from their salaries. The Finance and Personnel Committee recommends to the Executive Committee to accept Legal Counsel's recommendations to uphold Sam Edwards' disciplinary actions and to reimburse the employees for the improper salary deductions.

Franklin Mayor Ken Moore made a motion to approve Legal Counsel's recommendations. Dickson County Mayor Bob Rial seconded the motion. The motion was unanimously passed.

Other Business

There being no other business, the meeting was adjourned.

Respectfully submitted,

Angie Hutchison

Recording Secretary
Administrative Support Specialist
NLP/adh & hj