

FINANCIAL MANAGEMENT COMMITTEE

Minutes for January 24, 2017

Bedford County Business Complex – Suite 110, 4:15 PM

Present – Chairman Eugene Ray, Stanley Smotherman, Janice Brothers, Don Gallagher, Don Embry, Jeff Yoes, Tony Smith and Ex-Officio, Robert Daniel.

Absent – None

Others – Commissioners Tony Barrett, Linda Yockey, Chuck Heflin, Bob Davis, and John Brown; Sheriff Austin Swing; Sheriff's Dept. Chief Administrator Rick Castelow; Chief Deputy Jason Williams; Ted Hewell w/Bedford County Workhouse; EMS Director Ted Cox; EMS Asst. Director Brett Young; Solid Waste Director Diane Forbes; HR Director Anita Epperson; Times Gazette Reporter John Carney; Deputy Director of Finance Lori Schuler and Colette Bales.

1. **Call Meeting to Order** – Chairman Eugene Ray
2. **Prayer**- Stanley Smotherman
3. **Approval of Minutes for December 20, 2016 Financial Management Committee** – Correction to December 20, 2016 Financial Management Committee Minutes, under New Business, Item C. Last sentence should state US Bank instead of Regions Bank. Motion made to approve with correction (Yoes, Smith) unanimous.
4. **Old Business**
 - A. **Courthouse Security Recommendations** – Robert stated he has talked with Jason Williams and recommendations will be included in budget amendment and presented to Finance Committee in February. Motion made to defer, (Gallagher, Brothers) unanimous.
5. **New Business**
 - A. **Solid Waste** – Mrs. Forbes stated she has been contacted by Lisa Ann Morehart with the Public Library. She would like to have the Jerry White Magical Entertainment group promote environmental awareness for her summer reading program. Forbes stated she is in the process of working with Morehart on coordinating dates for the activity. Forbes also stated it will be a little expensive but is paid for through the Litter Grant. The Household Hazardous Waste event will be held March 25, 2017 at the Big Springs Shopping Center parking lot. The hours are 8 AM to 12 PM. The state mandated Annual Progress Report letters have gone out. Forbes stated she has reached out to several companies that were not on their list last year. The county recycling goal is to reach 25% or better; by 2025 the state hopes counties will be closer to 50%. December landfill charges were for 889.51 tons -- \$21,721.83.
 - B. **Human Resources** – HR Director, Anita Epperson stated there were five (5) new hires, 2 employees resigned and one employee went to part time. Epperson stated they are still waiting on a decision with the EEOC charge. Epperson also stated she is looking into the possibility of holding HR training classes in February or March with all departments. Epperson stated there haven't been any lawsuits since she's been HR Director but discovered after talking with Sheriff Austin Swing that there are some areas of the Workhouse and Jail that do not have cameras recording to a DVD or DVR. She suggested they should look into having some type of camera system installed where if needed they could go back and pull recordings. Doing so might prevent future lawsuits.
 - C. **Architect - John Davis** – Mr. Davis was unable to attend meeting. Robert stated Davis has been given the latest information with TDEC regarding a grant for the Regions Bank building. Robert stated there is a possibility of getting a grant for the HVAC and the lighting.
 - D. **Monthly Reports**
 - Compared to same time last year, total collections for:
 - Property Tax collections, ahead \$1,695,643
 - Prior Year Property Tax Collections, less \$39,706
 - Circuit Court/Clerk & Master Collections, less \$25,452
 - Sales Tax Collections, ahead \$233,383
 - Mineral Severance Tax Collections, ahead \$6,233

- Juvenile Detention report reflects a projected loss of \$227,204
- Traffic School report reflects a projected profit of \$102,022
- Analysis report expenditures average for December was 50.00%.
Year to Date Average for: Travel – 44.70%, Utilities – 40.84%, Natural Gas – 18.38%, Food Supplies – 59.67%, Maintenance of Vehicles – 49.14%, Diesel – 34.12%, Gasoline – 36.21%, Legal Services – 77.80%.

E. Other Monthly Reports

- **EMS Report** – Fiscal Billing vs. Collection rate for December was 54%. Call service for December was 517; Average emergency response times were 5 minutes in the city and 11 minutes in the county. Director Ted Cox stated they are doing very well in their collections, \$481,000 from last year. He stated they are preparing for their state audit and inspections coming up this year. Ray asked about the current shape of the trucks and ambulances. Cox stated they have at least four (4) running right now but they are getting a lot of miles on them before coming around to be remounted. “At one time we could replace and stay at a steady place of trying to do a remount a year but after 150,000 miles on the trucks they begin to have major problems”. “The mileage issue has been rough and the repair bills end up adding up more than the truck”. Cox continued to say when the trucks come back around to be remounted they’re going to have over 250,000 miles on them. He said the increase in mileage was due to the increase in call volume and area hospitals moving further out from their previous locations. Cox continued to say the state does not want vehicles running over 200,000 miles. Yockey asked how many vehicles are currently at that point. Asst Director Bret Young stated they currently have four (4) out of eight (8) that have over 160,000 miles.

F. Quarterly Financials – Robert stated the Quarterly Financials are pretty much the same as the Monthly Financials.

Motion made to approve all Monthly Reports and the Quarterly Financials, (Smith, Smotherman) unanimous.

Quarterly Financials to be placed on the February 14, 2017 County Commission agenda.

G. Sale of Harris Middle School (refereed by Courthouse and Property Committee) – Robert stated he has received a call from an individual who may be interested in purchasing the building. He said the individual has hired someone to look at the asbestos in the building. Smotherman asked what the total acreage is; Commissioner Chuck Heflin said it was around 12.9 acres, including the annex and the gymnasium. Robert stated county records are currently being stored in areas of the building. Ray stated we need to be clear about what we’re selling. Heflin stated, “at this point we maintain possession of the annex, the gymnasium and the parking lot between the two.” Smotherman asked has any kind of value been placed on it; Heflin stated there has not, he has talked with Ronda if there was any kind of easy way to do a valuation; she said there was not, “if you wanted to do a valuation you would have to get a fee assessor”.

Recommendation made to get an appraisal and a survey to survey out what the county is going to sell, (Smith, Gallagher) unanimous. *Item to be placed on the February 14, 2017 County Commission agenda.*

H. Monitors for Courtrooms (referred by Courthouse and Property Committee) – Robert stated he has not received any information from IT Director, Josh Carney. Motion made to defer, (Brothers, Smith) unanimous.

6. Other Business

- Robert made the committee aware that he has received a call from the UT Extension Center. Currently they have 15 year old units; they have some that are going out and one (1) that is out. Robert stated they are going to do a survey of the units and develop a plan to replace the units over a period of time instead of waiting to replace them as they go out. Ray stated the county has several things that are about to become a crisis, even with EMS and the Sheriff’s Department. Ray also stated we need a special meeting with maintenance to sit down and evaluate everything and project a time to get things done. Robert suggested coming up with a capital budget to handle a lot of the issues.

7. Announcements – None

8. Adjourned: 4:48 PM (Smith, Yoes) unanimous.