

FINANCIAL MANAGEMENT COMMITTEE

Minutes for March 27, 2018

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

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

Absent – Don Gallagher

Others – Commissioners Linda Yockey, Chuck Heflin and Bob Davis; Sheriff Austin Swing; Sheriff’s Dept. Chief Administrator Rick Castelow; Circuit Court Judge Charles Rich; Juvenile Court Director Nicole Cashion; Juvenile Director Cynthia West; Probation Director Joyce Reed; Brian Cantrell, Bedford County Fire Dept.; County Architect John Davis; Solid Waste Director Diane Forbes; HR Director Anita Epperson; Times Gazette Reporter John Carney and Deputy Director of Finance Lori Schuler and Colette Bales. Also attending, Mayoral Candidate and school board member Chad Graham.

1. **Call Meeting to Order** – Chairman Eugene Ray
2. **Prayer** – Stanley Smotherman
3. **Approval of Minutes for February 27, 2018, Financial Management Committee** – Motion made to approve, (Yoes, Brothers) unanimous.
4. **Old Business**

A. Update on Salary Study – Robert stated he has talked with CTAS who then recommended Five Points. Robert stated Five Points only does studies on benefits but will try and find someone in the surrounding area who does salary studies.

- Robert provided an analysis report on Juvenile Detention Center should the county send juveniles to other counties (requested by Jeff Yoes at previous Finance Committee meeting). Robert stated he has taken about five (5) years of data, provided by Director West, to come up with the projected figures. Robert stated the minimum costs without a transport officer and vehicle would be \$208,000 and the maximum costs would be \$292,000; if we were to transport our juvenile inmates, you would need two (2) transport officers, one for males and one for females; you would also have to have a vehicle, which would give us a minimum of \$319,000 and a maximum of \$403,000. Currently the county is projecting a loss of \$204,000 so it would be below the threshold, “right now I don’t think it would be very feasible to close the Juvenile Detention Center” Robert stated. Superintendent Embry stated, as a school system it is very helpful as well as beneficial to the kids to be able to reach out to them in trying to continue their education. Yoes asked Embry if the numbers from Bedford County were increasing. Embry stated, “we are serving many more kids”.

After talking with Director West, Robert stated currently they are turning away other counties and to help offset some of the costs they may want to consider increasing their fees. Currently the county is charging \$132 and may want to consider increasing the fees to \$150.

Judge Rich stated with the Sheriff’s Department moving out it may be feasible to look into or consider bed expansion on the Sheriff’s side since the Juvenile Center is currently located next to the Sheriff’s Department. Juvenile Court Director, Nicole Cashion stated, “if we had two (2) more cells we could serve six (6) more juveniles and we would not be turning down some of this money”. Director West stated there are nine (9) beds total with one (1) bed empty.

- Committee member Tony Smith made a motion to put to rest the issue concerning the contracts for Bedford County employees, seconded by Brothers, motion passed unanimously. Committee member, Smith stated before his motion, “currently the county only has one (1) person under contract in this county and he is getting paid and his benefits are exactly what the Finance Committee offered this individual before they hired him; with that and the fact that the county has had good audits as well as an outstanding good credit rating”. Embry asked what committee set the original contract. Yockey replied the Finance Committee sets the contract for the Finance Director.

Committee member Smith then stated, “this committee is the one who made the recommendations for his salary and his benefits, he only accepted it; that along with the fact that the audit reports this county has got, the outstanding credit rating this county has got is worth a lot, therefore I made the motion to bury the idea of messing with the contracts, leave it as is”.

Committee member Stanley Smotherman asked which commissioners were appointed on this committee to study the contract. Yockey replied stating herself, Mr. Gallagher, Mr. Fox and Mr. Davis. Yockey said they have met once and will be going before the County Commission to make a report on their findings. Yockey stated they will be reporting to the commission that Robert was the only Bedford County employee who had a contract and per John T’s advice if the committee wanted to move within that committee they would have to make a motion to look at the contract(s) and put any contract(s) on notice so they wouldn’t automatically be renewed. *Item to be placed on the April 10, 2018, County Commission agenda.*

5. New Business

A. Solid Waste – Director Diane Forbes stated in her March report she has worked on the following:

- Waiting on seven (7) reports from industrial accounts to finish up the report to the state, which will be completed by March 31, 2018.
- Completed the Statewide Uniform Inspection Training (SUIT) for convenience center attendants.
- Will be advertising collection of oil base paint to start April 7, 2018 at Shelbyville Transfer Station. Forbes stated this is a trial program because space is very limited.
- Forbes stated there are numerous items taken to the convenience centers that could be pulled out and with a little bit of work could be functional items. Forbes continued stated an individual has come forward and is willing to make use of some of the items. The items delivered from individuals (not the centers) would be donated to his company where students would be employed to learn about business, recycling and other skills. Forbes stated this would benefit the county as many items would go there instead of the landfill.
- Will be meeting with Carol Fulmer, ISWA and the Bedford County Learning Academy to do a recycling and composting program for students on April 21, 2018.
- February landfill charges were \$19,316.21 – 777.31 Tons.

B. Human Resources – HR Director Anita Epperson stated in her report she has worked on the following: seven (7) new hires, seven (7) resignations and two (2) employee dismissals, four (4) management consultations and six (6) employee relation issues. Forwarded new job openings to Josh Carney to post on county website, Facebook page and Indeed.com; handled several FMLA issues and several phone consults. Epperson also stated she held several annual training classes with employees on Title VI, Harassment, FMLA and Here 4TN.

C. Architect - John Davis

- **Regions Bank** - Davis presented a handout to committee regarding the proposed layout of the Courthouse Annex (Regions Bank) project. Election Commission office proposed to be located in the basement. Janitorial supplies for the building will be stored in the basement as well. Trustees Office and County Clerk Office is proposed to be located on the first floor. Davis stated the first floor has already been bid and is recommending moving forward with lowest bid from Lee Adcock Construction. The second floor, which will be the last project since these offices are already located in county office space, is proposing the County Finance Office and HR Office to be located there. The third floor, which has been proposed to be done after the basement, will hold the Register of Deeds, Property Assessor and Codes & Zoning offices. Chairman Ray asked if the asbestos has been removed. Davis stated during the time they are bidding the basement they will be removing the asbestos from the other floors. The asbestos abatement will happen on the first floor if the contract is accepted. Davis stated handouts were given out regarding possible signage for the annex. Davis stated he still needs to get some pricing together but any input or suggestions would be good. Davis then stated they have been looking at the courthouse and documenting exactly what is in the basement, first, second and third floors as far as existing walls and existing usage. Davis continued stating a lot of the space there will be vacated when they are moved to the new Justice Center.

Davis stated in his handout is the budget of \$397,284 which he stated does have contingency money in it should they run into HVAC, plumbing and electric issues that are different from what is anticipated.

Yoes asked if they do approve the first floor bid what is the timeline to have it done. Davis stated 150 days. Davis also stated they expect to bid the basement project within 60 days from now if everyone is happy with the direction they are going.

Yockey asked Robert to go over the numbers on what is for each floor. Robert stated, “the county has \$520,000 in the budget for the renovation ... “there’s enough money in the budget to do the first floor and you don’t have to do the amendment, you can wait and see what happens on the basement...funds are out of courthouse renovation money; it’s not property tax, it’s not sales tax, it’s part of the litigation tax which comes from accumulated court fees”.

Motion made to approve first floor bid and send to county commission, (Brothers, Smith) unanimous.

Item to be placed on the April 10, 2018, County Commission agenda.

- **Cascade High School** – Davis stated as far as construction they were about 30% complete at this time.

D. Monthly Reports – Compared to same time last year, total collections for:

- Property Tax collections, ahead \$796,633
- Prior Year Property Tax Collections, ahead \$40,060
- Circuit Court/Clerk & Master Collections, less \$6,077
- Sales Tax Collections, ahead \$233,954
- Mineral Severance Tax Collections, ahead \$12,528
- Juvenile Detention report reflects a projected loss of \$204,967
- Traffic School report reflects a projected profit of \$177,903
- Analysis report expenditures average was 66.67%.

Year to Date Average for: Travel – 61.17%, Utilities – 63.18%, Natural Gas – 101.67%, Food Supplies – 70.27%, Maintenance of Vehicles – 54.42%, Diesel – 36.94%, Gasoline – 54.43%, Legal Services – 60.05%.

Motion made to approve Monthly Reports, (Smith, Brothers) unanimous.

E. Other Monthly Reports

EMS Report – Financial report for March states budget is currently at 65%. Based on 8.3% per month, they should be at 67%. Fiscal Billing vs. Collections Percentage is 48%. Call service for February was 541; average emergency response times were 5 minutes in the city and 11 in the county.

6. Other Business - Motion made to suspend rules to allow Probation Director to speak, (Smith, Brothers) unanimous.

- Probation, Expense for Lab Fees - Director Joyce Reed brought to the committee members attention the issue they are having with the expense of lab fees. Reed stated when an individual tests positive for drugs and do not want to admit to their use they have to send it to a lab to verify the legitimacy of the tests. The current charge for a substance test is \$25 per substance, “we only get reimbursed \$25 regardless of how many substances are tested on the individual”. In order to re-coup some of the money they have talked about setting up a scale, where as if an individual test positive for one (1) substance that individual will pay \$25; if they test positive for two (2) substances they pay \$50; and if they test positive for three (3) or more substances the individual would pay a flat \$75 regardless of the number of substance tests ran.

Reed also stated they would like to include the ability to roll over any unpaid lab fees to future probations should the individual return. The amount to roll over would be capped at \$75.

Reed also stated they have discussed charging a lower fee for tests that are run and come back negative. Reed stated this was not part of the original recommendation so it may have to come back as a later discussion.

Motion made to approve and send to county commission with the exception of the discussion that was not part of the original recommendation, (Yoes, Smotherman) unanimous.

Item to be placed on the April 10, 2018, County Commission agenda.

7. Announcements – Groundbreaking for the New Jail and Justice Center will be held April 9, 2018.

8. Adjourned: 4:40 PM (Smith, Brothers) unanimous.