

FINANCIAL MANAGEMENT COMMITTEE

Minutes for March 28, 2017

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

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

Absent – None

Others – Commissioners Linda Yockey, Chuck Heflin, Bob Davis, Bobby Fox, John Brown and Tony Barrett; Sheriff Austin Swing; Sheriff's Dept. Chief Administrator Rick Castelow; Ted Hewell w/Bedford County Workhouse; County Architect John Davis; 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**- Don Gallagher
3. **Approval of Minutes for February 28, 2017, Financial Management Committee** – Motion made to approve, (Smith, Brothers) unanimous.
4. **Old Business** - None

5. New Business

A. Solid Waste – Mrs. Forbes stated the Household Hazardous Waste Event scheduled for March 25, 2017 at the Big Springs Shopping Center parking lot was a big success with oil based paint as the biggest item.

Forbes also stated she has booked the Jerry White Magical Entertainment Group to do a recycling and environmental awareness show for the annual Pet Day event. Event will be held at the AG Center on April 8, 2017 and is open to the public.

Forbes stated as of April 1, 2017 it will be required that all garbage taken to the convenience centers must be bagged. Forbes stated there have been both positive and negative feedback; positive comments have been people are glad the county is taking a positive step in eliminating trash from the highways. Negative feedback is people will have to buy garbage bags.

Forbes stated there was a Middle School Career Day held March 22 at the Calsonic Arena. Recycling career information was presented by Carol Fulmer of ISWA. Forbes stated there was a greater attendance of young people than expected. Several tables by employers were set up; Calsonic, Tyson Foods, Big G Trucking as well as ambulance facilities. February landfill charges were for 767.43 tons -- \$18,740.63.

B. Human Resources – HR Director Anita Epperson stated there were four (4) new hires and two (2) employees who resigned. Epperson stated they are still awaiting decision to EEOC charges turned over to insurance. Epperson stated she has completed the HR training classes with county employees. Epperson also stated she has sent new jobs openings to IT Director Josh Carney to post on county website.

C. Architect - John Davis – Mr. Davis stated he has received the Fire Marshalls' requests and will be resubmitting the items they wanted addressed around April 13th. Davis also stated the Bell Buckle engineers have been looking at some of the concepts of the pumping stations, from how and where to collect to how to pump. Davis stated they are looking at a tentative bid date of May 18, 2017.

D. Monthly Reports

- Compared to same time last year, total collections for:
 - Property Tax collections, ahead \$3,273,453
 - Prior Year Property Tax Collections, less \$87,346
 - Circuit Court/Clerk & Master Collections, less \$27,831
 - Sales Tax Collections, ahead \$266,438
 - Mineral Severance Tax Collections, ahead \$6,848

- Juvenile Detention report reflects a projected loss of \$255,240
- Traffic School report reflects a projected profit of \$119,183
- Analysis report expenditures average for February was 66.67%.
Year to Date Average for: Travel – 59.44%, Utilities – 52.86%, Natural Gas – 40.50%, Food Supplies – 77.84%, Maintenance of Vehicles – 63.84%, Diesel – 37.03%, Gasoline – 46.13%, Legal Services – 91.63%.

E. Other Monthly Reports

- **EMS Report** – Fiscal Billing vs. Collection rate for February was 52%. Call service for February was 540; average emergency response times were 5 minutes in the city and 10 minutes in the county. Director Cox stated the ambulance remount is complete so they will have one (1) additional ambulance added to their fleet when certified by the state. No questions or comments were made regarding the EMS Report.

Motion made to approve all monthly reports, (Yoes, Smotherman) unanimous.

F. Revision to Financial Management Policies and Procedures Manual – Robert stated the changes are mainly regarding the actual purchase order itself; changing from a multi-colored/three (3) page purchase order to a multi-colored/two (2) page purchase order. Changes pertain to Chapter 5, *Purchasing Policy*, Sections 5.2 and 5.8; Chapter 6, *Requisition and Purchase Order Procedures*, Item D; and Chapter 7, *Delivery, Billing, and Payment Cycle*, Section 7. Recommendation made to send to County Commission, (Yoes, Gallagher) unanimous.
Item to be placed on the April 11, 2017 County Commission agenda.

6. Other Business

- Robert stated RFQ's for the Construction Manager (at-risk) delivery approach and the Construction Manager (advisor) delivery approach have been sent out with a due date of April 17, 2017.
- Robert brought to the committee's attention a settlement which has been agreed among between the attorneys regarding a lawsuit filed in April 2016 for an employee back pay issue. Robert stated the settlement amount is for \$15,000; \$10,000 for attorney & client fees and \$5,000 will be paid from a payroll line. Robert stated, "this is not in the budget and has not been approved but we've got to do something fairly quick on it". In order to keep the lawsuit from being forwarded to the Federal Court, county attorney, John White, recommended the county go ahead and pay the lawsuit. Chairman Ray stated, "doing this is actually less money for the county then getting a lawyer and going to Federal Court to fight it". Robert suggested the committee approve the payment subject to an amendment at a later time. Recommendation made to go ahead and pay the \$15,000 settlement with the understanding amount will be included in next amendment sent to County Commission, (Brothers, Smith) unanimous.

7. Announcements – None

8. Adjourned: 4:46 PM (Smith, Brothers) unanimous.