

FINANCIAL MANAGEMENT COMMITTEE

Minutes for April 24, 2018

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

Present – Don Embry, Stanley Smotherman, Tony Smith, Janice Brothers, Don Gallagher, and Ex-Officio, Robert Daniel.

Absent – Chairman Eugene Ray and Jeff Yoes

Others – Commissioners Linda Yockey, Chuck Heflin and Bob Davis; Sheriff Austin Swing; Probation Director Joyce Reed; EMS Director Ted Cox; EMS Asst Director Brett Young; Brian Cantrell, Bedford County Fire Dept.; County Architect John Davis; Solid Waste Director Diane Forbes; HR Director Anita Epperson; Times Gazette Reporter John Carney; Deputy Director of Finance Lori Schuler and Colette Bales. Also attending, Mayoral Candidate and school board member Chad Graham.

1. **Call Meeting to Order** – Stanley Smotherman

2. **Prayer** – Don Gallagher

3. **Approval of Minutes for March 27, 2018, Financial Management Committee** – Motion made to approve (Smith, Brothers), unanimous.

4. **Old Business**

A. **Update on Salary Study** – Robert stated he has received four (4) salary studies for committee members to review and provide feedback on:

MTSU – the one received was not for governmental. When asked about the costs, Robert stated they said there would be one but did not know what the costs would be at that time.

Non-profit – Robert stated a CPA firm did the salary study and when asked about their costs, they stated they would have to think about it.

Murfreesboro – Robert stated they are trying to get a price for us on what they paid for one.

Blount County – Robert stated he believed this salary study resembles what committee members are wanting. However they would have to get back with him on what the cost of the salary study would be.

Commissioner Yockey asked about Marshall County. Robert stated their HR department is doing one internally and we might be able to get a copy when they're done.

5. **New Business**

A. **Solid Waste** –

- The annual progress report (APR) was approved by ISWA and has gone to mayor for signature.
- Hazardous Waste Event will be held April 28th at the Big Springs Shopping Center. However no paint will be accepted since there is now a place to take both latex and oil based paint.
- Books donated by ISWA about recycling, composting and other topics were distributed to area schools.
- More tarps were ordered for the convenience centers to pass out.
- Diane stated they will be working with the Bedford County IT Department to track some of the high volume dumping areas in the county. With surveillance cameras in these areas, they are hoping to catch individuals in the act.
- Quarterly reports included with April Solid Waste report.
- March landfill charges were \$21,353.73 – 859.30 Tons.

B. **Human Resources** – HR Director Anita Epperson stated in her report she has worked on the following: eleven (11) new hires, zero (0) resignations, two (2) employee dismissals, two (2) management consultations and five (5) employee relation issues. Forwarded new job openings to Josh Carney to post on county website, Facebook page and Indeed.com; handled several phone consults as well as FMLA. Epperson also stated she has wrapped up the annual training classes with employees on Title VI, Harassment, FMLA and Here 4TN as well as researching salaries in other counties, which she has given to Mayor Ray.

During the month of April, Epperson stated she has attended CTAS class for eight (8) elective credits in *Managing Conflict and Difficult Conversations*.

C. Architect - John Davis

- **Cascade High School** – Davis stated the school is about 35 – 40% complete at this point; with the roof on some of the building they are able to work on the inside. Davis also stated they are planning to bid the off-site water line in May.
- **Courthouse Annex** - Contracts are in the contractor's hands for the first floor, waiting on his bonds and signatures. Anticipate starting mid-May. Davis stated there is furniture and equipment on the first, second and third floors that need to be decided on what to do with. Most of the furniture is very nice and could be utilized. Robert stated we may need to get inmates to move the partitions on the first floor to the old Harris Middle School gym, "if no one can utilize them we will need to surplus them". Davis stated it is his intent to bid the basement again in mid-May. Bid will include outdoor projects as well as the asbestos abatement for the third floor.

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

- Property Tax collections, ahead \$1,044,454
- Prior Year Property Tax Collections, ahead \$71,728
- Circuit Court/Clerk & Master Collections, ahead \$14,072
- Sales Tax Collections, ahead \$282,287
- Mineral Severance Tax Collections, ahead \$12,528
- Juvenile Detention report reflects a projected loss of \$231,277
- Traffic School report reflects a projected profit of \$203,317
- Analysis report expenditures average was 75.00%.

Year to Date Average for: Travel – 67.33%, Utilities – 70.01%, Natural Gas – 109.42%, Food Supplies – 75.57%, Maintenance of Vehicles – 59.56%, Diesel – 46.40%, Gasoline – 59.74%, Legal Services – 68.48%.

E. Other Monthly Reports

- **EMS Report** – Financial report for April states budget is currently at 72%. Based on 8.3% per month, they should be at 75%. Fiscal Billing vs. Collections Percentage is 52%. Call service for March was 620; average emergency response times were 5 minutes in the city and 11 in the county.

Motion made to approve all monthly reports (Smith, Brothers) unanimous.

F. Quarterly Financials – Robert stated quarterly financials are same as monthly reports but summarized by quarter. Motion made to approve Quarterly Financials and forward to County Commission (Brothers, Gallagher) unanimous. *Item to be placed on the May 8, 2018 County Commission agenda.*

G. Probation Fees Amendment (referred by Law Enforcement Committee) – Proposed Drug Screen Lab Fees are: Positive for one (1) substance: \$25. Positive for two (2) substances: \$50. Positive for three (3) substances: \$75. These amounts, if unpaid, would be allowed to roll over to any subsequent probation(s) as described in the Drug Screen Lab Fee Acknowledgement form. In the event that a sample is positive for one or more substances in the office but the lab finds the sample to be negative for one or more of the substances tested, the lab fee will be waived for each panel that was found to be negative. However, a fee will still be charged for any positive panels in accordance with the scale approved by the Bedford County Board of Commissioners.

Motion made to send to County Commission with a recommendation (Smith, Embry) unanimous.

Item to be placed on the May 8, 2018 County Commission agenda.

6. Other Business – Yockey asked about the Jail & Judicial Center. Robert stated he has talked with the architect and they are in the process of meeting with the City of Shelbyville zoning official on trying to resolve some of the issues the zoning officer has with the site plan.

7. Announcements – Budget hearings will be held May 3, 2018 at 9 am at the Bedford County Business Complex, Suite 110.

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