

FINANCIAL MANAGEMENT COMMITTEE

Minutes for July 24, 2018

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

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

Absent – Mayor Eugene Ray

Others – Commissioner Linda Yockey; Sheriff's Dept. Chief Administrator Rick Castelow; Chief Deputy Jason Williams; EMS Director Ted Cox; Brian Cantrell, Bedford County Fire Dept.; 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 Kelley Hall; IT Supervisor-Josh Carney. Also attending, mayoral candidate and school board member Chad Graham, mayoral candidate Randy Carroll and commission candidate Sylvia Pinson.

1. **Call Meeting to Order** – 4:15 PM Stanley Smotherman
2. **Prayer** – Don Gallagher
3. **Approval of Minutes for June 26 2018, Financial Management Committee** – Motion made to approve (Smith, Brothers), unanimous.
4. **Old Business** – None.
5. **New Business**
 - A. **Solid Waste** – Diane Forbes stated in her report the following:
 - The Duck River cleanup brought in 2-2 ½ tons of debris.
 - Attended the TDEC training on July 20th in Columbia. They discussed changes to the APR for the 2025 plan.
 - Has a booth at the fair with promotional items to hand out.
 - Diane presented quarterly and yearly reports. There was extra tonnage in scrap metal and metal prices have gone up, ended the quarter with a positive \$15,161.33.
 - June landfill charges were \$19,947.84 – 802.73 tons.
 - B. **Human Resources** – HR Director Anita Epperson stated in her July report she has worked on the following:
 - Five (5) new hires, three (3) employee dismissals, two (2) management consultations and six (6) employee relation issues. Forwarded new job openings to Josh Carney to post on county website, and Facebook page, as well as phone consults, emails, and FMLA.
 - C. **Architect - John Davis**- Mr. Davis was unable to attend but Robert stated that a meeting would need to be set up at a later date with the electrician and Josh about wiring issues and everything was progressing as planned.
 - D. **Monthly Reports** – Compared to same time last year, total collections for:
 - Property Tax collections, ahead \$913,023.91
 - Prior Year Property Tax Collections, ahead \$59,304.80
 - Circuit Court/Clerk & Master Collections, ahead \$1,533.31
 - Sales Tax Collections, ahead \$436,531.26
 - Mineral Severance Tax Collections, ahead \$30,794.59
 - Juvenile Detention report reflects a loss of \$262,801.78
 - Traffic School report reflects a profit of \$233,191.18
 - Analysis report expenditures average was 100%.Year to Date Average for: Travel – 78.02%, Utilities – 95.56%, Natural Gas – 91.30%, Food Supplies – 78.71%, Maintenance of Vehicles – 65.03%, Diesel – 56.81%, Gasoline – 75.33%, Legal Services – 82.82%.
 - E. **Other Monthly Reports**
 - **EMS Report** – Financial report for July states budget is currently at 92%. Based on 8.3% per month, they should be at 100%. Fiscal Billing vs. Collections Percentage is 40%. Call service for June was 569; fiscal year to date calls for service was 6,987. Average emergency response times were five minutes in the city and

11 in the county. Director Cox stated they are sending people to swift water training August 3-5. They have three open positions.

- Robert mentioned that there is a list of write offs from EMS that have been sent to an external company and were recommend that they be written off because they are uncollectable. Motion made to send to commission, (Smith, Brothers) unanimous. Motion made to approve all monthly reports (Embry, Smith) unanimous.

F. Quarterly Financials – Robert stated the Quarterly Financial Report for quarter ending June 30 would need to go to the commission. Motion made to send to commission, (Yoes, Gallagher) unanimous.

G. Contract for Internet Provider – Robert presented a contract with United Communications. He would like John T. Bobo to look at the contract as well. It is for 36 months with a renewable clause. It needs to be sent to commission since it's beyond a one year contract. Motion made to send to commission (Brothers, Yoes) unanimous.

6. Other Business

- Robert mentioned he received a three year contract for LexisNexis from Circuit Court Clerk office. It allows them to go online and look up the Tennessee Code. Motion made to send to commission, (Yoes, Gallagher) unanimous.

7. Announcements – Colette Bales is leaving Finance office, her replacement is Kelley Hall.

8. Adjournment: 4:27 PM (Yoes, Smith) unanimous.