

FINANCIAL MANAGEMENT COMMITTEE  
Minutes for January 23, 2018  
Bedford County Business Complex – Suite 110, 4:15 PM

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

**Absent** –Don Gallagher and Tony Smith.

**Others** – Commissioners Tony Barrett, Linda Yockey, Chuck Heflin, Bobby Fox and John Brown; Sheriff Austin Swing; Sheriff's Dept. Chief Administrator Rick Castelow; Chief Deputy Jason Williams; EMS Assistant Director Brett Young; IT Director Josh Carney; Bedford County Board of Ed member Chad Graham; 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, Jeff Sweeney with Arrowhead Ranch and Jay Graham.

1. **Call Meeting to Order** – Chairman Eugene Ray
2. **Prayer** – Jeff Yoes
3. **Approval of Minutes for December 19, 2017, Financial Management Committee** – Motion made to approve, (Yoes, Smotherman) unanimous.
4. **Old Business** - None
5. **New Business**
  - A. **Solid Waste** – Director Diane Forbes stated in her January report she has worked on the following:
    - Attended an APR update class which discussed new programs and ways to track recycled information.
    - Attended EMA meeting which discussed handling county wide disasters.
    - The Household Hazardous Waste Event will be held April 28, 2018 at the Big Spring Shopping Center.
    - Sending out APR letters to industrial & commercial accounts in the county for report of recycled material.
    - Quarterly reports
    - December landfill charges were 774.61 tons -- \$19,249.06
  - B. **Human Resources** – HR Director Anita Epperson stated in her December report she has worked on the following: nine (9) new hires, two (2) resignations and three (3) employees dismissals, one (1) management consultation, four (4) employee relation issues, forwarded new job openings to Josh Carney to post on county website and Facebook page; FMLA, FLSA; scheduled upcoming classes and several phone consults.
  - C. **Architect - John Davis** – John Davis stated two (2) bids were received on the Regions Bank building. The lowest bid received was from Adcock Construction. Davis stated to remove and replace hazardous materials is estimated to be around \$40,000 which was included in the bid price. Commissioner Heflin asked about using inmate labor. Robert stated due to liability issues we could not use inmate labor to remove hazardous materials.
  - D. **Monthly Reports** – Compared to same time last year, total collections for:
    - Property Tax collections, ahead \$278,640
    - Prior Year Property Tax Collections, ahead \$53,264
    - Circuit Court/Clerk & Master Collections, less \$10,691
    - Sales Tax Collections, ahead \$39,056
    - Mineral Severance Tax Collections, less \$549
    - Juvenile Detention report reflects a projected loss of \$207,324
    - Traffic School report reflects a projected profit of \$154,762
    - Analysis report expenditures average for December was 50.00%.Year to Date Average for: Travel – 45.50%, Utilities – 46.93%, Natural Gas – 46.16%, Food Supplies – 53.79%, Maintenance of Vehicles – 46.28%, Diesel – 33.56%, Gasoline – 37.95%, Legal Services – 39.72%.

- Robert presented to the committee a proposed amendment in the amount of \$204,000 for the Regions Bank projects. Robert stated funds will come out of the courthouse renovation money. Motion made to accept all monthly reports and send proposed amendment to County Commission, (Brothers, Yoes) unanimous.

***Proposed Amendment to be placed on the February 13, 2018 County Commission agenda.***

- E. Quarterly Reports** – Robert stated information in quarterly reports is same information as monthly reports. ***Quarterly Reports to be placed on the February 13, 2018 County Commission agenda.***

**F. Other Monthly Reports**

**EMS Report** – Financial report for December states budget is currently at 51%. Based on 8.3% per month, they should be at 50%. Fiscal Billing vs. Collections Percentage is 49%. Call service for December was 529; average emergency response times were 5 minutes in the city and 11 in the county. Motion made to approve Quarterly Reports and Other Monthly Reports, (Brothers, Embry) unanimous.

**6. Other Business**

- IT Director, Josh Carney stated employees cannot currently reply to or send any emails to either a Gmail or Yahoo (Hotmail) email address. Carney stated one of the computers at an emergency office was compromised by a virus that infected an email account which resulted in that email account sending out thousands of spam emails to Gmail and Hotmail addresses. Carney stated because of the amount of spam emails sent the county domain was blacklisted by Google. Carney continued to state during the holidays he changed about 400 email account passwords and is continuing to work feverishly on getting the county domain unlisted by Google. Committee member, Jeff Yoes asked how we can prevent this going forward. Carney stated we are changing the policies on the computers that are not attached to our network, “we are making it where they cannot access their email from those computers anymore; employees would be downloading their email to their personal devices that way they would not be entering their information into the browser, so if the computer was compromised it would not be able to harvest the data because they would not be logging into it”. Carney continued stating it is not encouraged for employees to log into personal email addresses on the county network or any government computers. Robert asked if we can get county emails for the commissioners. Carney stated, “Yes, we would like to create an email address for each person that is either on a committee or board so we can email you direct”.

**7. Announcements: None**

**8. Adjourned: 4:43 PM (Brothers, Yoes) unanimous.**