

FINANCIAL MANAGEMENT COMMITTEE

Minutes for November 27, 2018

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

**Present** – Stanley Smotherman, Don Gallagher, Tony Smith, Don Embry, Linda Yockey, Mayor Chad Graham, and Ex-Officio, Robert Daniel.

**Absent** – Janice Brothers

**Others** – Commissioners Sylvia Pinson, Greg Vick, Anita Epperson, and Chasity Gunn; Sheriff Austin Swing; EMS Director Ted Cox; EMS Asst Director Brett Young; Brian Cantrell, Bedford County Fire Department; County Architect John Davis; HR Director John Boutwell; IT Supervisor Josh Carney; Sheriff's Dept. Chief Administrator Rick Castelow; Solid Waste Director Diane Forbes; Times Gazette Reporter John Carney and Deputy Director of Finance Lori Schuler and Kelley Hall.

1. **Call Meeting to Order** – 4:15 PM- Stanley Smotherman
2. **Prayer** – Commissioner Tony Smith
3. **Approval of Minutes for October 23, Financial Management Committee** – Motion made to approve, (Yockey, Smith) unanimous.
4. **Old Business**
5. **New Business**

**A. Solid Waste** – Director Diane Forbes reported that she spoke to someone at Cedar Ridge landfill which is where waste was hauled until they closed. They are opening a new cell in the next few months and expect it to last 20 years. September landfill charges were 911.21 tons -- \$23,026.28.

Commissioner Linda Yockey asked what the state's plan was for the future. Diane responded she would try to reach someone in Nashville and see if they could come down and talk to them and give an idea of what their thoughts are. Commissioner Yockey expressed concern that without the state's help it was impossible for the county to do it all themselves. She also stated she would like to talk to the state and express her concerns as they were brought up by Stanley and are valid concerns.

Commissioner Greg Vick asked who owns Cedar Ridge and if we have a contract agreement with Waste Management or exclusively with BFI. Diane responded it was exclusive with BFI through the ISWA. He also asked if Waste Management was open to accepting a contract agreement. Diane responded that the lady she spoke with didn't know that information at this time and that our contract with ISWA was binding and excludes us from negotiating our own agreement. Commissioner Yockey asked when our contract was up and Stanley stated that the contract was up in 2020.

**B. Human Resources** – HR Director John Boutwell stated there were nine (9) new hires, six (6) employees who resigned/terminated. Boutwell's report included the following for the month of November: four (4) management consultations; one (1) employee relation issue; one (1) FMLA request.

-**Salary Survey:** Mr. Boutwell stated he plans to meet Thursday, November 29 with Marshall County and they plan to share information. He has collected Rutherford County data as well. He will put together a report to show how we compare to people in contiguous counties. Commissioner Gallagher mentioned that Rutherford County was much bigger than Bedford County and asked if he was looking at counties that compare in size to ours. Mr. Boutwell responded that he feels Marshall would compare in size to our county. He stated that even though we don't compare well with Rutherford County due to them being financially stronger because of their business climate, that is where our competition is. That is where our employees go to look for jobs. He stated that we may not be able to compete but hope to get a little closer.

**C. Architect - John Davis**

- Courthouse annex-construction is still ongoing on the 1<sup>st</sup> floor and basement; casework should be installed by December 15. Construction should wrap up by the beginning of January. The 3<sup>rd</sup> floor is out for bid. The bid date is December 11 at 10:00 a.m.

- Learning Way-they have begun the design process. Robert has finished the contract. They will begin working on the four classrooms on the front and back wing on the side against Madison Street.
- Cascade School is about 80%.

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

- Property Tax collections, ahead \$181,015.47
- Prior Year Property Tax Collections, less \$48,494.54
- Circuit Court/Clerk & Master Collections, less \$626.66
- Sales Tax Collections, ahead \$236,263.24
- Mineral Severance Tax Collections, ahead \$8,158.67

Commissioner Vick asked how we collect the Mineral Severance tax. Stanley responded we get 15 cents per ton from each of the three quarries. Robert stated that the state collects it and they remit to us. Commissioner Vick asked if we split that amount with anyone. Stanley and Robert stated that the state gets the remaining portion.

- Juvenile Detention report reflects a projected loss of \$199,740.60.
- Traffic School report reflects a projected profit of \$84,403.98.
- Analysis report expenditures average for September was 33.00%.

Year to Date Average for: Travel – 42.03%, Utilities – 32.73%, Natural Gas – 28.69%, Food Supplies – 54.30%, Maintenance of Vehicles – 28.99%, Diesel – 20.97%, Gasoline – 37.28%, Legal Services – 40.15%.

On the monthly report Robert stated that on page three the Fund Balance shows a negative amount of \$944,044 and it isn't a negative. He will get that corrected and get a copy to everyone.

**E. Other Monthly Reports**

**EMS Report** – Fiscal Billing vs. Collections Percentage for October is 53%. Call service for October was 626; average emergency response times were 5 minutes in the city and 10 in the county. They have just completed the EMS Expo and leadership training. The regional EMS Director Conference is at the end of this week. He also reported they have a remounted ambulance that should be ready by next week. They are starting an employee recognition committee within their office to recognize their employees for their time and service they have put in.

Commissioner Vick asked what the amount shown of \$1,404.69 as an adjustment was for. Director Cox explained that it could have been a payment that was sent in and they made an adjustment to the collections account.

He asked if 53% was an average number for fiscal billing vs collected percentage. Robert and Commissioner Yockey stated that it was quite a bit higher than years past and other counties. Motion made to approve the reports, (Smith/Graham), unanimous.

**6. Other Business:** Mr. Daniel mentioned that the next meeting was set for December 25. He suggested the meeting be moved to December 18 @ 4:15 at the Courthouse. Motion made to move meeting to December 18 at the Courthouse, (Smith, Gallagher), unanimous.

Commissioner Yockey stated that Mr. Daniels contract expires on December 8. She made a motion that the finance committee hires Mr. Daniel as the finance director/purchasing agent in the same work capacity as he has been doing but without a contract.

Commissioner Gallagher stated that the items and parameters within that contract are going to be maintained. Commissioner Pinson asked if he would be an employee and Mr. Daniel stated he was employed by the committee. Commissioner Vick asked if they were open to questions from the commissioners. Commissioner Yockey stated that the county Mayor and Human resources would work with Robert as to how everything moves from here on out. Commissioner Epperson stated that she agreed. Commissioner Gallagher said Robert is appointed by the finance committee. Commissioner Vick stated that he had been asked about Mr. Daniel's contract and he was not sure of any of the details of the contract such as pay, obligations, retirement fund, health insurance etc. He mentioned the contract being brought before the commission and several responded there would be no contract. He asked who would be responsible for setting a salary. Commissioner Yockey stated the salary was the same and Mr. Smotherman stated it was already in the budget and had been approved. Commissioner Yockey also stated that the finance committee had sole responsibility to hire the finance director and it doesn't go to the full commission for approval. Commissioner Vick questioned if the commission should vote on hiring a finance director. Commissioner Yockey and Gallagher stated that it was the Tennessee Financial Act of 81 and

that it specifies the finance committee appoints the finance director. Commissioner Gallagher also explained that none of the other department heads have a contract, and this is making the finance director terms of employment same as everyone else's. Commissioner Yockey explained that his contract was for seven years and should have been talked about two years ago and if it is not brought up it continues. She stated that this past year it was brought up on the commission floor for notice to be given and that the contract would not automatically renew and that is the purpose of this now. Robert explained that his retirement and insurance would be like everyone else's. Motion made to hire Mr. Daniel as the finance director/purchasing agent in the same work capacity as he has been doing but without a contract, (Yockey, Smith), unanimous

7. **Announcements:** Mr. Daniel announced CTAS budget meeting coming up. He will get an email to all the commissioners but recommends going as it is informative.
8. **Adjourned:** 4:47 PM (Smith, Graham) unanimous.