

FINANCIAL MANAGEMENT COMMITTEE

Minutes for December 20, 2016

Bedford County Courthouse – Third Floor Courtroom, 4:15 PM

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

Absent – Don Gallagher

Others – Commissioners Tony Barrett, Bobby Fox, Jimmy Patterson, Biff Farrar, Chuck Heflin, Bob Davis, and Julie Sanders; Sheriff Austin Swing; Sheriff's Dept. Chief Administrator Rick Castelow; Ted Hewell w/Bedford County Workhouse; EMS Director Ted Cox; EMS Asst. Director Brett Young; Probation Director Joyce Reed; Juvenile Detention Director Michael Bennett; Solid Waste Director Diane Forbes; Times Gazette Reporter John Carney; Deputy Director of Finance Lori Schuler and Colette Bales.

1. **Call Meeting to Order** – Chairman Eugene Ray
2. **Prayer**- Tony Smith
3. **Approval of Minutes for November 22, 2016 Financial Management Committee**- Motion made to approve (Yoes, Smith) unanimous.
4. **Old Business**
 - A. **Courthouse Security Recommendations** – Robert stated he has met with Jason Williams; Williams is currently putting together an amendment from the Courthouse Security funds for the recommendations presented at November finance meeting. When completed Williams will bring before the committee for discussion. Motion made to defer (Brothers, Smith) unanimous.
5. **New Business**
 - A. **Solid Waste** – Mrs. Forbes stated that recently they have met with TDEC; TDEC will be using information and criteria from Bedford County as a comparison for counties who have not met their 25% landfill reduction. TDEC will be presenting some pointers and ideas from Bedford County to other counties on help in meeting the requirements. Forbes stated while down TDEC visited some of the convenience centers as well as the tire depot. Forbes continued to state the 25% reduction is what counties have to meet to qualify for receiving any kind of grant money. Forbes also stated TDEC will be increasing that percentage in the upcoming years. Solid Waste has requested May 6, 2017 for the yearly household hazardous waste disposal date. The event will be held at the Big Springs Shopping Center parking lot. November landfill charges were for 878.12 tons -- \$21,443.69.
 - B. **Human Resources** – Mr. Ray stated the previous Human Resource Director, Lisa Moore is no longer with the county. Anita Epperson will be the new full time Human Resource Director as well as keeping her current duties as Administrative Assistant. Mr. Ray stated Mrs. Moore may still have to be called if needed regarding some pending lawsuits. No questions or comments were made regarding monthly HR report.
 - C. **Architect - John Davis** – Mr. Davis was unable to attend meeting. Robert stated Davis had recently visited the Finance Office discussing space on the 2nd floor of the Regions Bank. Audience member and County Commissioner Julie Sanders asked if there was a deadline for Davis since this has been an ongoing discussion. Robert stated the lease for Regions Bank is good for another two (2) years so there is plenty of time.
 - D. **Monthly Reports**
 - Compared to same time last year, total collections for:
 - Property Tax collections, ahead \$683,381
 - Prior Year Property Tax Collections, less \$18,097
 - Circuit Court/Clerk & Master Collections, less \$38,044
 - Sales Tax Collections, ahead \$227,087
 - Mineral Severance Tax Collections, \$6,233

- Juvenile Detention report reflects a projected loss of \$222,624
- Traffic School report reflects a projected profit of \$100,881
- Analysis report expenditures average for November was 41.67%.
Year to Date Average for: Travel – 37.90%, Utilities – 34.80%, Natural Gas – 3.79%, Food Supplies – 53.81%, Maintenance of Vehicles – 40.90%, Diesel – 21.50%, Gasoline – 34.57%, Legal Services – 69.69%.

E. Other Monthly Reports

- **EMS Report** – Fiscal Billing vs. Collection rate for November was 52%. Director Ted Cox stated the call service for November was 546; the response times were 5 minutes in the city and 10 minutes in the county. Cox also stated they have recently finished competency training for the whole department. Every employee has been recertified and retrained. No questions or comments were made regarding EMS Monthly report.

Motion made to approve all Monthly Reports, (Smith, Smotherman) unanimous.

6. Other Business

- Chairman Ray presented the updated Bedford County Personnel Policy and Handbook before the committee. Mr. Ray stated copies of the handbook were available in his office if needed. Recommended to send to county commission. *Item to be placed on the January 10, 2017 County Commission agenda.*
- Robert stated the architects are here this week talking to different departments regarding the new Jail/Justice Center.
- Robert also stated they have received the environmental reports back regarding the Jail/Justice Center. The reports are available in the mayor's office should anyone want to review them. Robert also stated they did not receive the geo-tech reports back; Stanley had the equipment they were going to use to dig the holes but the equipment wasn't able to dig deep enough. Robert stated the geo-tech reports should be available within the next week.

7. Announcements – None

8. Adjourned: 4:28 PM (Smith, Brothers) unanimous.