

FINANCIAL MANAGEMENT COMMITTEE

Minutes for February 26, 2019

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

Present –Don Gallagher, Don Embry, Linda Yockey, Mark Clanton, and Ex-Officio, Robert Daniel.

Others – Commissioners Sylvia Pinson, Greg Vick; EMA Director Scott Johnson; EMS Asst Director Brett Young; Brian Cantrell, Bedford County Fire Department; Sheriff's Dept. Chief Administrator Rick Castelow; County Architect John Davis; HR Director John Boutwell; Solid Waste Director Diane Forbes; Times Gazette Reporter John Carney and Deputy Director of Finance Lori Schuler; Kelley Hall. Also attending, Seth McCormick and Teri Horsley from TDEC

1. **Call Meeting to Order** – Don Embry
2. **Prayer** – Don Gallagher
3. **Approval of Minutes for January 22, 2019 Financial Management Committee** – Motion made to approve, (Gallagher, Yockey) unanimous.
4. **Old Business** –Commissioner Yockey asked Mr. Daniel for an update on paving the parking lot. He stated it was in the budget but plans to wait until spring to begin.
5. **New Business**
 - A. **Solid Waste** – Director Diane Forbes presented her February report:
 - Welcome Mark Clanton as the new Solid Waste Director and Highway Superintendent.
 - The county APR (annual progress report) is in progress and will be turned into the state by March 31st.
 - Attended TDEC tire training session. Liberty Tire will continue to recycle/handle scrap tires.
 - S.U.I.T training for convenience center attendants will be held in March. It is a yearly training and has to be documented by state inspectors.
 - In the process of making all convenience centers hours and holiday closing standardized.
 - January landfill charges were 1010.65 tons -- \$25,539.13
 - Introduced TDEC representatives Seth McCormick and Teri Horsley.
 - Seth McCormick talked to the committee about grants and how to help with recycling.
 - B. **Human Resources** – HR Director John Boutwell stated in his January report he has worked on the following: fifteen (15) new hires, three (3) rehires, six (6) terminations, four (4) retirements, five (5) management consultations, two (2) employee consultations, zero (0) FMLA requests. He has received the Burris Thompson Survey results and will be compiling those into a spreadsheet soon.
 - C. **Architect - John Davis**
 - **Cascade High School** – Davis stated the water line was started but the rain has slowed the progress.
 - **Courthouse Annex** –Donna Thomas is now moved in. Tonya Davis will move to the first floor and will be waiting until taxes are complete at the end of month. For the third floor an OAC meeting was held with Josh Carney, Mr. Reed and Mrs. Clanton and their personnel. The contractor is done with the demo and has laid out tracks on the floor so they could get a feel for the space. Commissioner Yockey mentioned that they were having problems with the doors opening easily. Mr. Davis stated that Mayor Graham asked that they put automatic door openers on both the interior and exterior doors.
 - **Learning Way**-working on completing plans and will submit to the fire marshal on or around March 19. The bid package should begin in April.
 - Motion made to accept all reports (Yockey, Gallagher), unanimous.
 - D. **Monthly Reports** – Compared to same time last year, total collections for:
 - Property Tax collections, ahead \$1,038,743.62
 - Prior Year Property Tax Collections, less \$83,028.11
 - Circuit Court/Clerk & Master Collections, ahead \$17,661.99
 - Sales Tax Collections, ahead \$524,693.32
 - Mineral Severance Tax Collections, less \$2,576.32

- Juvenile Detention report reflects a projected loss of \$245,193.59
- Traffic School report reflects a projected profit of \$95,513.01
- Analysis report expenditures average for December was 58.33%.

Year to Date Average for: Travel – 59.45%, Utilities – 54.58%, Natural Gas – 74.07%, Food Supplies – 72.76%, Maintenance of Vehicles – 49.04%, Diesel – 37.75%, Gasoline – 52.42%, Legal Services – 56.01%.

Motion to accept monthly reports (Gallagher, Yockey) unanimous.

E. Other Monthly Reports

EMS Report – Financial report for January states budget is currently at 52.15%. Based on 8.3% per month, they should be at 58.33%. Fiscal Billing vs. Collections Percentage is 52%. Call service for January was 608; average emergency response times were 6 minutes in the city and 12 in the county. Ted Cox is meeting with the legislature and the Tennessee Board of Regents. The State of Tennessee is trying to get legislation to allow EMS services to teach EMT and AEMT programs. Bedford County Tech team had several rescues during the flooding. The youth academy is graduating 14 high school students. The ceremony will be held March 7 at 6pm at Central High School. Commissioner Yockey asked why there was an increase on response times. Brett explained that on January 1st they changed reporting software. The old software developed the time from actual time in route to time on scene. The new software pulls the number from time dispatched until time on scene. (Yockey, Gallagher) unanimous.

F. Board of Education Budget Amendment No. 3-Robert explained page one would tell what was in the budget amendment. He stated that there were several grants refund and reimbursements. They moved money from unassigned fund balance to a committed fund which will be used for the payment for the additional loan at Cascade and the Learning Way addition and land for a future school at Cascade. Mr. Embry stated this would need to go to the commission. Motion made to send to commission, (Yockey, Gallagher) unanimous.

G. County Budget Amendment No. 4 Mr. Daniel stated that some money was moved from fund balance that was for the clerk's data reserve. This also covers a state archives grant, Petsmart grant, and some audit adjustments. Motion made to approve and send to commission (Gallagher, Yockey), unanimous.

6. Other Business

Commissioner Yockey asked when Robert expected people to appear for budget hearings. Mr. Daniel stated that they were normally in April. There will be one for departments and one for non-profits. He said the process has already started, forms will be sent out, and Don was already working on the school side.

7. Adjourned: 5:05 PM (Yockey, Gallagher) unanimous.