

FINANCIAL MANAGEMENT COMMITTEE

March 7, 2012

8:30 am

PRESENT: Jo Ann Blankenship, Tom Bowers, Dr. Kevin Ward, Mayor Leon Humphrey, Jack Perkins, Pat Hicks, and Russell Kyte.

The meeting was called to order by Jo Ann Blankenship.

There was a quorum present.

Motion was made by Pat Hicks, second by Jack Perkins, to approve the agenda. All ayes motion carried.

Motion was made by Tom Bowers, second by Jack Perkins to approve the February 1, 2012 minutes. All ayes motion carried.

Unfinished Business

- **Financial Management Software Proposals:** Jo Ann Blankenship discussed correspondence from County Attorney Keith Bowers stating the County Commission does not have the authority to require the use of time clocks. He stated that would be at the discretion of each individual office holder. Mayor Leon Humphrey stated he would like to have a copy of this correspondence. Finance Director Ingrid Deloach reviewed the attached spreadsheet with pros and cons of the possible Financial Management Software packages. Mayor Humphrey stated he feels there would be no gain by purchasing the Local Government package given its costs and that it is very similar to what the county is already using. Ingrid Deloach noted her main concern with the current system is that the company will close its doors leaving the county without Financial Management Software. Mayor Humphrey made a motion to take no action until Finance Director Ingrid Deloach has a chance to further review the software packages available, second by Pat Hicks. All ayes motion carried.
- **Travel Policy:** The State of Tennessee and the Federal Travel Policy were reviewed. Tom Bowers noted this issue with the travel policy surfaced when the Sherriff stated he would like to pay for meals of employees who travel a long distance in one day. Motion was made by Tom Bowers to amend the Travel Policy under section E to say "Per diem rates for meals and incidentals for Carter County shall be equal to the reimbursement guidelines used by the State of Tennessee and/or the U. S. General Services.", second by Russell Kyte. All ayes motion carried.
- **Lagging County Payroll:** Finance Director Ingrid Deloach noted a one week lag in payroll would benefit the county but would present a hardship to some employees. She suggested paying one day late for five consecutive pay periods to gradually lag payroll one week. Mayor Humphrey stated lagging the payroll is necessary and he feels Ingrid has come up with a plan to minimize the impact on employees. Jo Ann Blankenship added Attorney Keith Bowers stated there is no statute that would prohibit lagging payroll.

Motion was made by Mayor Humphrey to start lagging payroll by one day with the April 13, 2012 payroll and lag each payroll thereafter one additional day for five consecutive pay periods so that payroll will be lagged by one week, second by Russell Kyte. All ayes motion carried.

- **Direct Deposit:** The topic of mandatory direct deposit was discussed. Mayor Humphrey made a motion to start direct deposit for all employees on July 1, 2012. Jo Ann Blankenship stated she was concerned that mandatory direct deposit would be a burden on employees who do not already have checking/savings accounts as some banks charge fees for these services. Mayor Humphrey added that he feels this would streamline the payroll process. Ingrid Deloach said her department will not see a savings as far as cost but mandatory direct deposit would be convenient to most employees. She did note however that if employees do not keep their bank account information current with payroll it will result in returned payroll checks which will take several days to correct. John Lewis stated he felt direct deposit could result in employees being charged service fees with financial institutions. Tom Bowers agreed that he did not want to make direct deposit mandatory if it would be a hardship on employees.

Mayor Humphrey amended his motion to give Finance Director Ingrid Deloach until the next Financial Management meeting to see what banks can offer employees who do not currently have a checking/savings account to ensure there are options that will not create new costs for employees, second by Russell Kyte.

Roll call vote as follows:

Russel Kyte: Aye

Leon Humphrey: Aye

Jack Perkins: Aye

Pat Hicks: Aye

Tom Bowers: No

Jo Ann Blankenship: Aye

5 Aye, 1 No motion carries.

- **Nationwide Deferred Compensation Plan:** Nationwide, the County's provider for a 457 (b) deferred compensation retirement program, came to discuss their program. They noted there is a small percentage of participation and discussed ways to increase knowledge about the program and the importance of saving for retirement early. Kevin Webb also discussed types of trainings he could offer to help people understand and feel more comfortable investing.

New Business

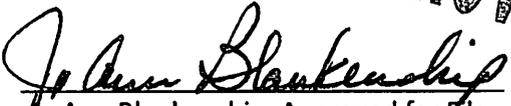
- **Recent Bids:** a list of bids from February 1, 2012 through present was reviewed.

- **County General Update:** Mayor Leon Humphrey discussed the Secure Rural School Project for making repairs to Dennis Cove Road as well as a new grant he is looking into for roadwork improvements.
- **County Highway Department Update:** Jack Perkins stated the Railroad Grade Bridge that was recently repaired due to an emergency situation has been finished and costs were less than expected. Mr. Perkins also stated he will need a budget amendment for vehicle parts.
- **County Schools Department Update:** No report
- **Tom Bowers:** No report
- **Pat Hicks:** No report
- **Russell Kyte:** No report
- **Other:** Finance Director Ingrid Deloach said she has received an open records request for information that will take her office approximately six hours to complete. Ingrid stated she will not charge commissioners for copies, however, when their request takes substantial time for her department to complete Ingrid feels the commissioners should be charged like anyone else would be for such a request.
Motion was made by Jo Ann Blankenship and seconded by Jack Perkins to allow the Finance Director to charge commissioners for public records requests that take over an hour to complete. Concerned citizens as well as Mayor Humphrey stated their concern with this practice stating commissioners should not be charged for information they need to complete their official duties. Jo Ann Blankenship withdrew her motion.
Motion by Pat Hicks to research what the common practice is in the surrounding counties, second by Jack Perkins. All ayes motion carried.
- **Public Comments:** None

Motion by Jo Ann Blankenship, second by Jack Perkins, to adjourn. Motion carried.

Respectfully submitted,

Ingrid Deloach


Jo Ann Blankenship, Approved for file

APPROVED