

FINANCIAL MANAGEMENT COMMITTEE

January 6, 2016

8:30 am

PRESENT: Roger Colbaugh, Bobbie Gouge-Dietz, Mayor Leon Humphrey, Ray Lyons, Charles VonCannon, and, Danny Ward.

The meeting was called to order by Ray Lyons.

Quorum present.

Motion was made by Mayor Humphrey, second by Bobbie Gouge-Dietz to approve the agenda. Motion carried.

Motion was made by Mayor Humphrey with a second by Roger Colbaugh to approve the November 4, 2015 minutes. Motion carried.

Public Comments: Roy Livingston had several questions regarding the Finance Director.

Old Business

- **True Time Update:** Finance Director, Christa Byrd, presented the proposal from Skyward to add the True Time module. Total first year cost of True Time will be \$19,592. However, the Finance Department currently has a credit due to unused training hours. This credit brings the cost down to \$12,567. After the first year there will also be an annual maintenance fee for True Time of about \$4,300. Mrs. Byrd explained that True Time will allow for electronic timekeeping which will help the payroll process. She also stated that it will be a great help with the new requirements of the Affordable Care Act. Mrs. Byrd also stressed that while time clocks are an option with True Time, they are not mandatory. Register of Deeds, Jody Bristol, asked if all employees have to put their time in daily. Mrs. Byrd stated that True Time has several options for data entry and department heads will be able to choose the method that works best for them.

Motion to approve the purchase of Skyward's True Time module was made by Mayor Humphrey, second by Bobbie Gouge-Dietz. All ayes, motion carried.

New Business

- **Finance Department Update:** Christa Byrd introduced the new Deputy Director of Finance, Michael Kennedy, to the committee. She also stated that Charlene Davenport will be joining the Finance Department as the new Accounting Clerk later this month. Mrs. Byrd said in the new year her goals are to get True Time implemented and continue to work closely with Financial Management Chairman, Ray Lyons, and Budget Committee Chairman, Sonja Culler.
- **Policy on Funding Request Applications:** A new policy on funding request applications was presented. The proposed policy reads as follows:

As part of the budget process all outside agencies must provide the Budget Committee with the following:

- A simple cover letter that states that agency's requested funding level.
- A basic statement of estimated revenue and expenditures (Exhibit 5).
- Summary information on the agency's programs (brochures, pamphlets, etc.).
- A copy of the agency's most recent audit must be filed with the County Clerk's Office in accordance with Tenn. Code Ann. § 5-9-109

Exhibit 4 will be used as a template for the annual request from the Finance Department for Outside Agencies Requests.

Charles VonCannon suggested adding that entities must provide proof of their 501c3 status. He also suggested that it should be a requirement for entities to document their overhead rate. Ray Lyons stated that he thought adding the requirement for proof of 501c3 status is a good idea.

Motion was made by Mayor Humphrey, second by Roger Colbaugh to approve the presented policy on funding request applications with the additional requirement of the agency to provide proof of current 501c3 status. All ayes, motion carried.

Finance Director, Christa Byrd, asked the committee to update the Policies and Procedure Manual by removing the former Director's name and adding Michael Kennedy as the new Deputy Director. She also asked that he be added to the authorized signatories list.

Motion to authorize the discussed changes to the Policies and Procedure Manual was made by Mayor Humphrey, second by Bobbie Gouge-Dietz. All ayes, motion carried.

- **Vacation to Sick Days Policy:** Mrs. Byrd noted that currently the County's employee handbook states that employees will lose vacation days in excess of twenty when new days are added. She proposed changing the policy so that vacations days in excess of 20 days after new days are added be rolled to sick days.

Motion was made by Bobbie Gouge-Dietz second by Mayor Humphrey to refer the policy change of allowing employees to roll over excess vacation days to sick days to Rules and Bylaws. Motion carried.

- **Recent Bids:** Finance Director, Christa Byrd, reviewed a list of recent bids.
- **County General Update:** Mayor Humphrey said 2015 was a good year with a lot of accomplishments. He stated the courtroom technology project is almost complete. Mayor Humphrey also stated that he is looking forward to 2016.
- **County Highway Department Update:** Roger Colbaugh said the Highway Department is getting equipment ready for winter road maintenance. He also made mention that the work on the railroad grade bridge has started. Mr. Colbaugh said bids for the Cedar Grove project will be opened Friday.
- **County School Department Update:** No report.
- **Bobbie Gouge-Dietz:** Mrs. Gouge-Dietz said Carter County is lucky to have the Finance Department.
- **Ray Lyons:** Chairman Lyons discussed the accomplishments of the committee over the last year including, lagging of County Payroll. He also discussed continuing to work closely with Budget Committee. Mr. Lyons also stated that he couldn't ask for better cooperation on this committee.
- **Charles VonCannon:** Mr. VonCannon stated that he has been having health issues and appreciates the support he has received from fellow commissioners and County staff. Mr. VonCannon said he is working on several projects including looking at electronic car registration fees.
- **Danny Ward:** Danny Ward said the committee has learned a lot and worked well together in 2015. He said 2016 is a year to move forward and hopes it will be as productive as last year.

Adjourned.

Respectfully submitted,

Christa Byrd

Ray Lyons, Approved for File