

FINANCIAL MANAGEMENT COMMITTEE

October 7, 2019

8:30 am



RECEIVED

10-15-19 @ 2:41 pm

GF

PRESENT: Roger Colbaugh, Ginger Holdren, Brad Johnson, Mayor Rusty Barnett, Dr. Kevin Ward, Travis Hill, and Austin Jaynes.

The meeting was called to order by Brad Johnson.

Quorum present.

Adopt Agenda: Motion was made by Austin Jaynes, second by Ginger Holdren to approve the agenda with the addition of section 5b – Retiree’s Insurance Qualification Age. Motion Carried.

Election of Chair: The floor was opened for nominations of Financial Management Chairman by Brad Johnson. Highway Superintendent, Roger Colbaugh, nominated Brad Johnson to be Chairman. **Motion** to cease nominations was made by Mayor Rusty Barnett, second by Ginger Holdren. **All Ayes. Motion Carried.** Mr. Brad Johnson was appointed Financial Management Chairman by acclamation.

Election of Vice-Chair: The floor was opened for nominations of Financial Management Vice-Chairman by Brad Johnson. Travis Hill nominated Ginger Holdren to be Vice-Chairman. **Motion** to cease nominations was made by Austin Jaynes, second by Roger Colbaugh. **All Ayes. Motion Carried.** Mrs. Ginger Holdren was appointed Financial Management Vice-Chairman by acclamation

Approval of Minutes: Motion was made by Travis Hill, second by Ginger Holdren to approve the September 9, 2019 minutes. Motion Carried.

Public Comments: Mr. Roy Livingston had questions regarding budget oversight. Finance Director, Brad Burke, stated that each elected and appointed official has direct oversight of their respective budget. Mr. Burke also stated that the Finance Department has oversight of all budgets.

Old Business:

1. **Discussion regarding School employee’s hourly rates:** Mr. Brad Johnson opened up the discussion by telling the Director of Schools, Dr. Kevin Ward, that the Committee approved and brought to budget a new request that no new employee hired in Carter County Government or Highway will be hired in under \$10/hour. Mr. Johnson explained to Dr. Ward that the Committee excluded the schools in this motion because they wanted insight from Dr. Ward before taking anything involving the schools to budget. Dr. Ward appreciated the Committee for their thoughts regarding this issue. Dr. Ward mentioned that it will take approximately a 60 cent raise per employee in the 143 Cafeteria Fund to bring them up to the \$10/hour rate. He stated that the cost of this raise will be funded by the 143 Cafeteria Fund. Dr. Ward also informed the Committee that he is working with Brad Burke and Payroll Clerk, Jaelyn Lewis, to get the appropriate payroll information for the 141 General Purpose School full-time para-professionals in

order to get the approximate cost of raising those employees to the \$10/hour rate. Dr. Ward stated that he hopes to figure out this information and make an informed decision to the Committee by next budget cycle. Dr. Ward approximated the cost to bring the 141 General Purpose full-time employees up to \$10/hour to be approximately 58 cents per employee. Mr. Johnson made a request that the finance department continue working with Dr. Ward to get this information to him.

2. **Discussion of Commissioner Hill's request:** Mr. Brad Johnson brought up Commissioner Mike Hill's request for the past 10 years of bonus information. Mr. Johnson stated that Financial Management decided to only give the past 4 years of information in last month's meeting mainly due to the accessibility of the older information. Mr. Johnson stated that his belief is that we should go ahead with the full request with the understanding that the older information will take longer to retrieve. Mr. Brad Johnson also mentioned that Rules and Bylaws Committee is currently looking at making a policy regarding giving bonuses to employees in the future. Mr. Austin Jaynes recommended that we move forward with getting Mr. Hill the easily accessible information that is on our current accounting/payroll software and get the rest of the information as time provides.

Motion was made by Travis Hill, second by Austin Jaynes to begin working on Mr. Hill's request for bonus information by getting the last 4 years of data to him and finish the rest of the 10 years of data request as time permits.

Travis Hill	Aye	Brad Johnson	Aye
Roger Colbaugh	Aye	Ginger Holdren	Aye
Rusty Barnett	Aye	Austin Jaynes	Aye
Dr. Kevin Ward	Aye		

All Ayes, Motion Carried

3. **Review and approve the RFP for Salary Study:** Chairman Brad Johnson reminded the Committee that the Request for Proposal for a salary study will only cover the County and Highway employees. Mr. Johnson stated that we are not covering the schools in this RFP because they have already gone through the RFP process and have a completed study. Dr. Ward spoke highly of the company who completed the School's salary study. Dr. Ward mentioned that the company sent an individual to each location to speak with the employees at their specific job site. Mr. Brad Johnson stated that his goal is to get the RFP posted and a selection of which company we are moving forward with to the Budget Committee by the November meeting.

Motion was made by Austin Jaynes, second by Ginger Holdren to move forward with posting the RFP as presented for 15 days.

Travis Hill	Aye	Brad Johnson	Aye
Roger Colbaugh	Aye	Ginger Holdren	Aye
Rusty Barnett	Aye	Austin Jaynes	Aye
Dr. Kevin Ward	Aye		

All Ayes, Motion Carried

New Business:

1. **Recent Bids:** Deputy Director of Finance, Michael Kennedy, reviewed a list of recent bids.
2. **Policy for county employee award recognition:** Mr. Travis Hill stated that he would like to see a standard policy put in place that illustrates the different wage rate changes that will be given to employees that seek higher education and certificates that will aid the County. Mr. Hill stated that having a standard policy will help the employees know what different educational moves they can make that will increase their pay. Mr. Brad Johnson mentioned that he believes that Carter County does not recognize its employees for services well done enough. Mr. Johnson stated that if any Committee member has an idea of how to move forward with this task please bring them forward for discussion. It was discussed that the new salary study that we are posting should touch on this issue.
3. **Hotel/Motel Tax – Presented by Abby Frye:** Carter County’s Executive Assistant, Abby Frye, informed the Committee that part of the 3 Star Grant goals would be to work with the company, AirBnb, to strategically change the set up for collecting hotel/motel tax. According to Mrs. Frye, the County is currently allowing the owners of these rented properties to account for and pay these taxes to the County. The issue with this method is that an individual renting their property out via AirBnb does not have to have a business license; therefore, it’s the honor system of paying these taxes. Mrs. Frye told the Committee that other Counties contract with AirBnb to collect these taxes on the front end and have the company pay these taxes to the County. Mrs. Frye clarified that we will try to get this contract with all room share companies.

Motion was made by Ginger Holdren, second by Travis Hill to allow the Mayor’s office to move forward with creating a contract to work with the room share companies regarding collection of Hotel/Motel Taxes. .

Travis Hill	Aye	Brad Johnson	Aye
Roger Colbaugh	Aye	Ginger Holdren	Aye
Rusty Barnett	Aye	Austin Jaynes	Aye

Dr. Kevin Ward Aye

All Ayes, Motion Carried

4. **Approval of credit cards for individual schools:** Mr. Brad Burke provided the list below of Carter County Schools requesting new credit cards and the credit limit they will need:

School	Principal	Credit Limit
Cloudland Elementary School	Rebecca Raulston	\$3,000
Cloudland High School	Richard Church	\$5,000
Hampton Elementary School	Brandon Carpenter	\$5,000
Hampton High School	Jeff Bradley	\$5,000
Happy Valley Elementary School	Stephen Garland	\$3,000
Hunter Elementary School	Mark Revis	\$3,000
Keensburg Elementary School	Jason Hartley	\$5,000
Little Milligan Elementary School	JR Campbell	\$3,000
Unaka Elementary School	Larissa Trivette	\$5,000
Unaka High School	Betsey Oliver	\$5,000
Valley Forge Elementary	Jaclyn Wilson	\$2,000

Mr. Burke also provided the following list of Carter County Schools that currently have a credit card:

School	Card Type	Credit Limit
Happy Valley High School	Visa	\$20,000
	Walmart	
	Lowe's Business	
	Office Depot	
Unaka Elementary	Visa	\$11,000
	Walmart	

Mr. Burke told the Committee that the new Principal for Unaka Elementary is wanting to close the \$11,000 Visa card and open the new account for \$5,000. Mr. Burke explained that the High Schools require a higher limit because of the cost of concession stands. According to Mr. Burke, the ability to have credit cards at the Schools will aid them in finding better deals through online vendors that require credit card purchasing.

Commissioner, Austin Jaynes, expressed his worry with Happy Valley High School having a \$20,000 Visa credit card limit. Finance Director, Brad Burke, added that the auditors for internal school funds, Rodefer Moss, verbally expressed their worry about Happy Valley using the Visa card for almost all of

their purchases. Dr. Kevin ward stated that he and the Finance Director will meet to discuss an appropriate credit limit for Happy Valley High School.

Motion was made by Austin Jaynes, second by Roger Colbaugh to approve all the requested credit cards with the attached limits under the condition that Finance Director, Brad Burke, and School Director, Dr. Kevin Ward meet to discuss the \$20,000 Happy Valley High School Visa limit.

Travis Hill	Aye	Brad Johnson	Aye
Roger Colbaugh	Aye	Ginger Holdren	Aye
Rusty Barnett	Aye	Austin Jaynes	Aye
Dr. Kevin Ward	Aye		

All Ayes, Motion Carried

5. **Credit Card User agreements for Individual schools:** Mr. Brad Burke explained to the Committee that this is the same user agreement that was approved for credit cards in the past.

Motion was made by Austin Jaynes, second by Travis Hill to approve the credit card user agreement for individual schools.

Travis Hill	Aye	Brad Johnson	Aye
Roger Colbaugh	Aye	Ginger Holdren	Aye
Rusty Barnett	Aye	Austin Jaynes	Aye
Dr. Kevin Ward	Aye		

All Ayes, Motion Carried

b. Retiree's Insurance Qualification Age: Carter County, Sheriff Dexter Lunceford, presented an idea to the Committee to reduce the current age that an individual can start receiving retiree's insurance benefits. Sheriff Lunceford stated that his idea of decreasing the age to 52 years old with 25 years of service will be a cost saving incentive that the County can implement that will also benefit qualifying employees. Mr. Lunceford stated that current state employees are given this same benefit. According to Mr. Lunceford, the County currently has 12 employees who will benefit from this policy change. Dr. Ward stated that the schools introduced a similar policy for their employees and saw an amazing savings to the School Department while adding a potential new benefit to qualifying employees. Attorney, Josh Hardin, clarified to the Committee that we currently have the years of service set to 20 years and that we would probably need to look at keeping our current policy of 20 years of service and age 55. Attorney Hardin, stated that it would be okay to have both policies in place.

Branch Bridge on Highway 91 due to the current status of the bridge. Mr. Colbaugh said the bridge is currently in the engineering phase.

9. **County School Department Update:** Carter County School Board Director, Dr. Kevin Ward, informed the Committee that he is working with Carter County EMA and FEMA on get reimbursement for the damages to Happy Valley High School baseball fields. Dr. Ward also passed out the 2018-19 Carter County School's annual report.
10. **Austin Jaynes:** Carter County Commissioner, Austin Jaynes, thanked the committee.
11. **Travis Hill:** Carter County Commissioner, Travis Hill, welcomed the newly appointed member Austin Jaynes to the Financial Management Committee.
12. **Ginger Holdren:** Carter County Commissioner, Ginger Holdren, thanked the Committee for their confidence in her being elected Vice-Chair.
13. **Brad Johnson:** No Comment.
14. **Adjourn:** Motion made by Austin Jaynes, second by Travis Hill. **Motion Carried.**

Respectfully submitted,

Michael Kennedy

Brad Johnson, Approved for File