

FINANCIAL MANAGEMENT COMMITTEE
December 2, 2019
8:30 am



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

The meeting was called to order by Brad Johnson.

Quorum present.

Adopt Agenda: Motion was made by Ginger Holdren, second by Roger Colbaugh to approve the agenda. Motion Carried.

Approval of Minutes: Motion was made by Ginger Holdren, second by Dr. Kevin Ward to approve the November 4, 2019 minutes. Motion Carried.

Public Comments: Mr. Roy Livingston had questions for the committee regarding oversight for the Carter County Schools budget and general budget questions.

Old Business:

1. **Review the RFP for Salary Study:** Financial Management Chairman, Brad Johnson, informed the committee that the bids received for the Salary Study came in with cost ranging from approximately \$26,000 to \$46,875. Mr. Johnson thanked fellow Vice-Chairman of Financial Management Committee, Ginger Holdren, for her work on getting the Committee a scoring rubric to aid in the selection of a company for the Salary Study. Mr. Johnson stated that the members need to pay attention to pricing and the Scope of the Work placed in each Request for Proposal when picking a company to propose to full Commission. Mr. Brad Johnson also mentioned to the Committee that the Scope in the proposals may need some adjusting to get exactly what Carter County needs.

Dr. Kevin Ward stated that he found the scoring rubric very beneficial. Dr. Ward stated that he can see the benefits in the selected company sitting with each department head. Dr. Ward suggested that the Committee give a list of objectives we would like each company to cover.

Mr. Brad Johnson stated that he would like the results from this study to be well thought out on how the committee will handle any possible changes. He mentioned that the implementation of the study will have to have guidelines and should be included in the budget. Mr. Johnson wanted to make certain that we explain to the elected officials that the possible edit and review of job descriptions is not to over step their power but to aid their office in updating job descriptions. Mr. Johnson also explained to the committee that a large portion of the cost for this study will come in the way of the review and edit of these job descriptions.

Mr. Brad Johnson and Mrs. Ginger Holdren requested that each committee member read off their number one and number two choices from the rubrics they created in order to pick the two highest scoring companies. All committee members chose Evergreen Solutions, Inc. as their highest scoring company on their rubrics. The second highest scoring company according to rubrics was Condrey and Associates, Inc. with three members choosing them. Mrs. Ginger Holdren suggested that the Committee consider calling the top two companies, Evergreen Solutions, Inc. and Condrey and Associates, Inc., in for interviews with the Financial Management committee at the January 6, 2019 meeting. Mr. Johnson stated that he agrees that a presentation will be beneficial and would like them to be approximately 30 minutes with a Q&A session to follow. Mr. Roger Colbaugh would like the companies to bring a copy of another County's study to see the final results. Mr. Brad Johnson stated that the companies will need to provide approximately 30 copies of their presentation for the Committee and Commission to review. Mrs. Holdren suggested that the Financial Management Committee review and select what portions of the presentation is delivered to Commission. Mr. Johnson stated that the Committee will select a company to recommend to the Commission in the January 6, 2019 meeting.

Mr. Travis Hill suggested that the Committee may want to get approval from Budget Committee this month for the cost of the Salary Study to keep from hindering progress next month. Mr. Hill suggested that the Financial Management Committee seek approval from the Budget Committee for up to \$44,500 to cover the cost of this study. Mr. Brad Burke mentioned that the money to cover the cost of this study is supposed to come from the unclaimed funds money. Mr. Michael Kennedy stated that this will still require a budget amendment to move the monies into the appropriate line item to pay for the study.

Motion was made by Roger Colbaugh, second by Travis Hill to bring an amendment to Budget Committee in an amount not to exceed \$44,500 to cover the cost of the Salary Study.

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

All Ayes, Motion Carried

- 2. Policy for County Employee Award Recognition:** Mr. Roger Colbaugh suggested that the committee look into the States plan for awarding employees. Mr. Brad Johnson suggested that the committee look at getting different items to give to employees as an award recognition. Mr. Johnson stated that items with the County seal on them could be potential awards. Mr. Travis Hill mentioned that the City of Elizabethton has different awards they give out to employees for

recognition. Mrs. Ginger Holdren mentioned that the Salary Study may give some suggestions or ideas on a way to award employees. Mrs. Holdren also mentioned that employees will not want items as a way of award recognition but instead would prefer money. Mr. Brad Johnson requested that this item stay in old business.

New Business:

1. **Recent Bids:** Deputy Director of Finance, Michael Kennedy, reviewed a list of recent bids.
2. **Discuss possible match/contribution to employee's non-pension retirement plans:** Mr. Brad Burke attached a worksheet to the packet to show the estimated cost of starting a match/contribution to employee's non-pension retirement plans. The worksheet gave cost estimates showing the county contributing matches from \$5 to \$30 for the General Fund 101, Solid Waste Fund 116, and Highway/ Public Works Fund 131. The worksheet showing the total estimated cost of implementing a match/contribution to employee's non-pension retirement plans will be attached to these minutes for review. Mr. Brad Burke suggested the committee take another month to research and consider the proposed match/contributions. Mr. Brad Johnson stated that he would like to have possible revenue options that will cover this new proposal, examples of other local counties that participate in like programs, and a schedule of implementation if the committee decided to go forward with the proposal. Mrs. Ginger Holdren expressed her wishes that the entire County be included in this new proposal. Chairman Johnson requested that this item be brought back to the committee in the January 6, 2019 meeting as old business.
3. **Updates from the Finance Director:** Carter County Finance Director, Brad Burke, explained to the committee that the Finance Department was accepted in to the States Amnesty program in regards to the Outstanding Checks that must be sent back to the State of Tennessee unclaimed funds. Mr. Burke informed the Committee that his office will have these funds sent to the state before the Amnesty program ends on March 31st. Mr. Burke also informed the Committee that the Employee handbook is currently being updated by the County Attorney. Finance Director Burke explained to the Committee that the report for Commissioner Mike Hill regarding the history of bonuses in Carter County has not been completed due to time restraints this month, but some of the requested material should be provided by next month's meeting.
4. **County General Update:** Carter County Mayor, Rusty Barnett, informed the Committee that Carter County was awarded the \$50,000 3 Star Grant that will be shared between the Carter County and City Schools. Mr. Barnett also stated that the Carter County Recycle Center should be operational on December 15, 2019. Mayor Barnett suggested that the Carter County Government look at taking over some

special events such as the tree lighting ceremony. Mayor Rusty Barnett also informed the Committee and public that Carter County Government and Elizabethton City will be conducting a joint workshop on Tuesday, December 10, 2019 at 6 PM. Mr. Barnett stated that this meeting will be a good event to start working on the City and County's joint ventures.

5. **County Highway Department Update:** Carter County Highway Superintendent, Roger Colbaugh, told the Committee that his department has finished the Roan Mountain Collection Center paving job and is waiting for reimbursement. Mr. Brad Burke stated that he will take care of getting this reimbursement processed. Mr. Colbaugh discussed some future Highway Department projects. Mr. Colbaugh expressed his wishes to change the County policy on sick days. Mr. Colbaugh suggested that the County officials should have final say on how long an employee can go without bringing in a signed doctors note for approved sick days. The current policy requires all employees to provide a doctor's note after three consecutive missed days due to illness.
6. **County School Department Update:** Carter County Schools Superintendent, Dr. Kevin Ward, explained to the Committee that the Carter County Schools are currently bidding out awnings at Hunter Elementary to cover children walking out to the newly replaced modular units. Dr. Ward also discussed school related projects.
7. **Austin Jaynes:** Carter County Commissioner, Austin Jaynes, was not present at the Financial Management Committee meeting.
8. **Travis Hill:** Carter County Commissioner, Travis Hill, had no comments for the Committee.
9. **Ginger Holdren:** Carter County Commissioner, Ginger Holdren, had no comments for the Committee.
10. **Brad Johnson:** Carter County Commissioner, Brad Johnson, expressed his opinion that Mr. Benny Colbaugh, the County Coroner, should be able to buy into the County's insurance. Mr. Johnson stated that Benny works more than enough hours to qualify as a full-time employee and thus should be able to have full-time benefits.

Adjourn: Motion made by Ginger Holdren, second by Travis Hill. **Motion Carried.**

Respectfully submitted,

Michael Kennedy

Brad Johnson, Approved for File

Carter County, Tennessee
Financial Management Committee
Cost of Employer Matching Contributions to Employee 401k and 457 Plans
Fiscal Year Ending June 30, 2020

General Fund #101	Matching \$ Contributed by Fund					
	\$5	\$10	\$15	\$20	\$25	\$30
Annual costs for 100% participation	13,620.00	27,240.00	40,860.00	54,480.00	68,100.00	81,720.00
Annual costs for current participation (32)	1,920.00	3,840.00	5,760.00	7,680.00	9,600.00	11,520.00
Number of Employees	Status					
227	Full-time					

32 employees currently participate in the retirement plan

Solid Waste/Sanitation Fund #116	Matching \$ Contributed by Fund					
	\$5	\$10	\$15	\$20	\$25	\$30
Annual costs for 100% participation	720.00	1,440.00	2,160.00	2,880.00	3,600.00	4,320.00
Number of Employees	Status					
12	Full-time					

no employees currently participate in the retirement plan

Highway/Public Works Fund #131	Matching \$ Contributed by Fund					
	\$5	\$10	\$15	\$20	\$25	\$30
Annual costs for 100% participation	2,220.00	4,440.00	6,660.00	8,880.00	11,100.00	13,320.00
Annual costs for current participation (3)	180.00	360.00	540.00	720.00	900.00	1,080.00
Number of Employees	Status					
37	Full-time					

three employees currently participate in the retirement plan