

FINANCIAL MANAGEMENT COMMITTEE

August 5, 2019

8:30 am

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**PRESENT:** Roger Colbaugh, Ginger Holdren, Sheriff Dexter Lunceford, Brad Johnson, Mayor Rusty Barnett, and Travis Hill.

The meeting was called to order by Brad Johnson.

Quorum present.

**Adopt Agenda:** Motion was made by Ginger Holdren, second by Travis Hill to approve the agenda. Motion Carried.

**Approval of Minutes:** Motion was made by Roger Colbaugh, second by Mayor Rusty Barnett to approve the July 1, 2019 minutes. Motion Carried.

**Public Comments:** Mr. Roy Livingston had a question regarding a vehicle incident that involved the Carter County Sheriff Department.

**Old Business:**

1. **Possibilities of Wage Rate System for County Employees:** Financial Management Chairman, Brad Johnson, stated that he got the documents regarding County employees' salaries. Mr. Johnson gave a breakdown of the number of employees in each salary range as presented on the salary document. According to the document, Carter County employees in each salary range are as follows:

Salary Range	Number of Employees
\$15,000 to \$19,999.99	1
\$20,000 to \$24,999.99	73
\$25,000 to \$29,999.99	73
\$30,000 to 34,999.99	63
\$35,000 to \$39,999.99	19
\$40,000 to \$44,999.99	10
\$45,000 to \$49,999.99	5
\$50,000 and Above	1

Mr. Brad Johnson requested to see a similar breakdown but for the Carter County part-time employees. Mr. Johnson stated that he would like to see all full-time employees to make at least \$10/hour. Mr. Brad Johnson stated that he will leave the hourly rate of part-time employees to the discretion of their supervisor. Sheriff Dexter Lunceford made comment that his part-time employees are all paid over \$10/hour. Mayor Rusty Barnett informed the committee that the Carter County School Department has a number of employees that are under the \$10/hour rate. Mr. Brad Johnson stated that he would like to see the Carter County Government

get a salary study similar to that of the Carter County School Systems salary study.

**Motion** was made by Mayor Rusty Barnett, second by Ginger Holdren to recommend that the Budget Committee raise the minimum hourly rate of all full-time Carter County Government employees to \$10/hour.

Travis Hill	Aye	Brad Johnson	Aye
Roger Colbaugh	Aye	Dexter Lunceford	Aye
Rusty Barnett	Aye	Ginger Holdren	Aye

**All Ayes, Motion Carried**

2. **Discussion of Policy and Procedures – County Credit Cards:** Carter County Finance Director, Brad Burke, presented a user agreement for use of Carter County Credit Cards. The user agreement explains the appropriate usages and policies regarding Carter County Credit Cards. Mr. Burke stated that all employees who use Carter County Credit Cards must sign the user agreement once. Dexter wanted to know if employees could use the credit cards in case of an emergency if traveling. Brad stated that he will revise the agreement to add a section regarding emergency purchases. Sheriff Dexter Lunceford commented that he believes no elected official should have to get approval for emergency purchases. Brad Johnson requested that Finance Director Burke make appropriate changes to the user agreement and bring back to committee for approval at a later date.

**New Business:**

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- **Recent Bids:** Deputy Director of Finance, Michael Kennedy, reviewed a list of recent bids.
- **Discussion Regarding County Credit Cards:**
  - **Request for Sheriff Department Visa Credit Card - \$10,000 Limit:** Finance Director, Brad Burke, requested that the Financial Management Committee approve a visa credit card with a limit of \$10,000 for the Carter County Sheriff's department.

**Motion** was made by Roger Colbaugh, second by Mayor Rusty Barnett to approve the request by the Carter County Sheriff department to get a Visa Credit Card with the limit of \$10,000.

Travis Hill	Aye	Brad Johnson	Aye
Roger Colbaugh	Aye	Dexter Lunceford	Aye
Rusty Barnett	Aye	Ginger Holdren	Aye

**All Ayes, Motion Carried**

- **Request to Increase Credit Limit for School Technology Department Visa Credit Card- \$10,000 Limit:** Finance Director, Brad Burke, requested that the Financial Management Committee approve increasing Carter County School Technology Department credit card limit to \$10,000.

**Motion** was made by Roger Colbaugh, second by Mayor Rusty Barnett to approve increasing Carter County School Technology Department credit card limit to \$10,000.

Travis Hill	Aye	Brad Johnson	Aye
Roger Colbaugh	Aye	Dexter Lunceford	Aye
Rusty Barnett	Aye	Ginger Holdren	Aye

**All Ayes, Motion Carried**

- **Discussion of Travel Policy:** Sheriff Dexter Lunceford believes the current travel policy in the Financial Management handbook is too restrictive. Mr. Travis Hill asked the Committee if it would be pertinent to get a County vehicle to assist with travel. He was notified that we currently have a County van for travel purposes.

**Motion** was made by Sheriff Dexter Lunceford, second by Travis Hill to approve replacing section I in the current travel policy with the recommendation brought by Sheriff Dexter Lunceford and the finalized copy of the updated policy will be brought back before the committee next month for approval.

Travis Hill	Aye	Brad Johnson	Aye
Roger Colbaugh	Aye	Dexter Lunceford	Aye
Rusty Barnett	Aye	Ginger Holdren	Aye

**All Ayes, Motion Carried**

- **Updates from Finance Director:** Finance Director, Brad Burke, updated the Committee on the 2017-2018 findings. Mr. Burke informed the Committee that the Finance Department is working diligently to close out the fiscal year by August 31<sup>st</sup>. Mr. Burke told the Committee that the payroll liability accounts are being adjusted for both the Schools and County to correct the audit issues. Mr. Burke instructed the Committee that the School payroll liability accounts will only require a drawdown to adjust their balances. Mr. Brad Burke mentioned that a couple of line items in the Carter County Schools budget have been overdrawn this fiscal year. Mr. Burke informed the Committee that the Audit Committee met on May 28<sup>th</sup> and we are still awaiting their report. The minutes from this meeting will be completed by the Mayors executive assistant, Abby Frye. Mr. Burke was requested to verify the payroll processes for the Clerk and Master, Melissa Moreland.
- **County General Update:** Mayor Rusty Barnett mentioned the Recycle Center fire and wanted to know if we had a list of the items lost in the fire. Mr. Barnett mentioned that quotes were obtained for replacing the 3-ton and 4-ton units at the Circuit Court Clerk

office. Mr. Barnett stated that he met with the Carter County School Maintenance Supervisor, Steve Walsh, regarding the A/C unit in the Carter County Courthouse. Mr. Walsh advised the Mayor that running a chemical treatment through the County A/C unit will help it run. Mr. Barnett illustrated the plans for the EOC grant. Mr. Barnett informed the Committee that NETREP and Jon Hartman will help with the Carter County Economic Development. According to Mayor Barnett, the County may see some reimbursement from FEMA for the A/C replacement at the Folsom House.

- **County Highway Department Update:** Carter County Highway Superintendent, Roger Colbaugh, is still working with FEMA regarding damages the County incurred during the February 23, 2019 flooding incident. Mr. Colbaugh told the Committee that he has finished grading the Little Milligan Elementary parking lot for the cost of \$29,261.23. He also mentioned that the Carter County Highway Department has been working for the Carter County Parks and Recreation Department at the GreenBridge Landing.
- **Sheriff Dexter Lunceford:** No Comment.
- **County School Department Update:** Not Present.
- **Travis Hill:** Mr. Travis Hill mentioned that he would like to see the County discuss health care incentives. Mr. Hill would like to see the County incentivize the employees to have preventive care visits completed. According to Mr. Hill, the early detection of illness will save the County money on Health Insurance and increase the health of our employees. Dr. Robert Acuff stated that the Health and Welfare Committee will be bringing this topic up in the next meeting.
- **Ginger Holdren:** No Comment.
- **Brad Johnson:** Mr. Brad Johnson thanked the Committee for the successful meeting.
- **Adjourn:** Motion made by Sheriff Dexter Lunceford, second by Roger Colbaugh.  
**Motion Carried.**

Respectfully submitted,

Michael Kennedy

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Brad Johnson, Approved for File