

FINANCIAL MANAGEMENT COMMITTEE

March 2, 2020

8:30 am



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[Signature]

PRESENT: Brad Johnson, Austin Jaynes, Mayor Rusty Barnett, Ginger Holdren, and Travis Hill.

The meeting was called to order by Brad Johnson.

Quorum present.

Adopt Agenda: Motion was made by Ginger Holdren, second by Mayor Rusty Barnett to approve the agenda. Motion Carried.

Approval of Minutes: Motion was made by Travis Hill, second by Austin Jaynes to approve the February 3, 2020 minutes. Motion carried.

Public Comments: Mr. Roy Livingston asked the Committee if all cash flow goes through the Trustee's office. Mr. Livingston also wanted to know if there are any oversights for the Trustee's department. Finance Director Brad Burke stated that the comptroller's office reviews the Trustee's office on an annual basis. Deputy Director of Finance, Michael Kennedy, stated that the Finance Department also reviews the revenues brought in by the Trustees monthly via revenue reconciliations. Mr. Kennedy also reminded everyone in attendance that County revenue and expenditure reports are being uploaded monthly by the Mayor's Administrative Assistant, Mrs. Abby Frye.

Old Business:

1. **Discuss possible match/contribution to employee's non-pension retirement plans:** Mr. Brad Johnson stated that the last meeting informed the Committee that Carter County does not have a good education system in regards to employee benefits. Mr. Austin Jaynes stated that he would like to wait on funding any benefits related agenda's until after the salary study has been presented. Mr. Brad Johnson agreed that the salary study will potentially show some benefit deficits but would still like to contact the Empower representative, Mr. Tim Crawford, to schedule another meeting. Mr. Brad Burke informed the Committee that he will contact Mr. Crawford to schedule a meeting. Mr. Burke also mentioned that Mr. Crawford was supposed to deliver posters and information packets to the County. Mr. Johnson mentioned that it would be a good idea for Mr. Tim Crawford to meet the department heads in order to facilitate more educational meetings. Mr. Brad Johnson asked, if an employee leaves employment with Carter County would they get to keep any contributions the County provided to the employees 457 plan? Mr. Kennedy responded by saying, all contributions, employee or employer, that go into an employee's 457 plan will be property of that employee at severance of employment. Mr. Brad Johnson requested that the Finance Department follow-up with Mr. Tim Crawford about the question posed to him last month regarding employees receiving bonuses as a contribution to their

retirement account. Mr. Johnson stated that he would like to get more education so that employees know what retirement options they have available to them.

2. **Policy for County employee award recognition:** Mr. Brad Johnson mentioned that he would like to see a rough draft policy created for County employee award recognition. Mr. Johnson stated that he believes any elected official, department head, or supervising employee in the County should be able to make nominations to give an award. Mr. Johnson said that the classification of the award should be dependent on the services. Mrs. Ginger Holdren reminded the Committee that Evergreen did confirm with her that they will be including County employee award recognition policies in the compensation study. Mrs. Holdren stated that she agrees with Commissioner Austin Jaynes in that anything to do with County employee compensation should be postponed until after we get the results from Evergreen. Mr. Johnson stated that if we decided to wait until the study is completed to implement any compensation plans then we could look at delaying old business agenda items 1-3. Mr. Johnson recognized the general consensus to delay old business agenda items 1-3 until the study has been completed.
3. **Discussion regarding the creation of a policy for bonus and longevity pay:**
The general consensus of the Committee was to wait until after the compensation study has been completed before touching on this agenda topic.

New Business:

1. **Recent Bids:** Deputy Director of Finance Michael Kennedy reviewed a list of recent bids.
2. **Review Financial Management Policies & Procedures:** Mr. Brad Burke informed the Committee that the County Commission adopted a Code of Ethics in 2007 and it was amended to eliminate the Ethics Committee later on. Mr. Burke recommended that this adopted policy be included in the Financial Management policies and procedures manual in lieu of the current code of ethics policy in the policy and procedures manual. Mr. Johnson requested that all policies being recommended for change include the current policy and the updated policy in the packets for each member to review. Mr. Johnson stated that he would like this topic to be extended to next month so that all members can review existing and recommended policies to compare. Mrs. Ginger Holdren agreed that the Committee should wait to make any recommendation until next month. Mrs. Holdren did state her opinion that she likes the current code of ethics policy better than the recommendation because it is more relevant to the Finance Department. Mr. Brad Burke stated that he was going to recommend the current policy that is in the Financial Management handbook be removed and placed in the Employee Handbook. Mr. Austin Jaynes once again

requested that the Committee defer this agenda topic to next month to allow Committee members to review both policies. Mr. Burke mentioned that he would send a copy of both policies to the Committee members for them to review. Mr. Burke informed the Committee that he is still working on the purchasing policies. Mr. Johnson requested and received a consensus from the Committee to place the item back on the agenda in old business.

Finance Director Brad Burke suggested that the Committee look at reestablishing an Ethics Committee. Mr. Burke also informed the Committee that CTAS recommends that the County have an Ethics Committee. Mr. Johnson stated that he remembered an Investigative Committee as well. Mr. Roy Livingston gave his opinion of the history of the Ethics and Investigative Committees. Mr. Brad Burke told the Committee that the former Ethics Committee was dissolved by the Commission via resolution in September of 2013. Mr. Jaynes recommended that the County reestablish both the Ethics and Investigative Committees. Mr. Travis Hill stated that he would like to see these Committees set up as two separate Committees instead of one to keep bias out of the picture. Mr. Austin Jaynes accepted the recommendation of Commissioner Hill. Carter County Commissioner Dr. Robert Acuff mentioned his belief that the County Attorney should be brought into this discussion as he currently has investigative abilities. Carter County Commissioner Sonja Culler stated that this Committee should only meet on an as needed basis. Mr. Johnson wanted a copy of the resolution to dissolve the previous Ethics Committee. Mr. Johnson also requested that the topic of creating these Committees be placed on new business next month.

Motion was made by Austin Jaynes, second by Mayor Rusty Barnett to approve the creation of two separate Committees, one being an Ethics Committee and the second being an Investigation Committee.

Travis Hill	Aye	Brad Johnson	Aye
Ginger Holdren	Aye	Austin Jaynes	Aye
Rusty Barnett	Abstain		

All Ayes. Motion Carried

- 3. Update the Committee on current comp time and vacation time being held on the book:** Mr. Brad Burke mentioned that the County currently has two employees that are not within the 100 hour max County policy for compensation time. Mr. Burke also informed the Committee that he has not received any information regarding compensation time from the Sheriff's department whose max compensation time is 240 hours. Mr. Brad Johnson stated that the Sheriff's department should not be an issue because they have funding to pay off their excess compensation time. Mr. Brad Burke stated that one employee is Jaclyn Lewis in the Finance department and the other employee is Gary Smith in the EMA department. Mr. Burke explained that Jaclyn Lewis completes payroll for the entire consolidated system allowing her no down time to eliminate any excess compensation time on the books. Mr. Brad Burke stated that the Finance Department needs another employee to aid Jaclyn in payroll

processing. Mr. Brad Johnson wanted to know who is cross trained in the department to step in for Jaclyn if she is out. Mr. Burke stated that the Finance department does not currently have anyone cross trained for that position but has requested a detailed listing of steps in completing the payroll process. Mr. Brad Johnson stated that Brad Burke needs to provide some documentation to support adding another staff member to the Finance department since the Commission just approved a purchasing agent this fiscal year. Mr. Burke mentioned that all other Counties he has spoken with under the 81-Act have separate payroll clerks for the Schools and County. Mr. Brad Johnson wanted to know the cost associated with the current overtime for Jaclyn. Mr. Austin Jaynes wanted to know why the Finance Department does not shift some payroll task to the new purchasing employee. Mr. Burke stated that the new purchasing clerk is already covered up with the purchasing duties. Mr. Brad Johnson mentioned that the Finance department wears many hats. Mr. Austin Jaynes stated that the County must have a human resource position to advise, disseminate, and aid employees with benefits related matters. Mrs. Ginger Holdren asked Brad Burke, if the payroll documents that Jaclyn receives from the departments are correct or does she have to do a lot of rework to fix documents. Mr. Burke mentioned that Jaclyn does spend time calling departments to adjust submitted payroll documents that are not correct. Mrs. Ginger Holdren stated that she would like to see hands slapped on the individuals or departments holding up the payroll process by submitting documents incorrectly before spending any money on a new employee. Mr. Burke mentioned that he is writing a memo to department heads to put an emphasis on using proper document procedures on payroll related documents. Ms. Sonja Culler stated that she will be waging war against an employee be hired by the Finance department. Ms. Culler stated her reasoning for this statement is that she has at least three departments she aids that need employees; therefore, she will be waging war against this. Ms. Culler stated her apology that Jaclyn is overworked but thinks the department has plenty enough employees to move around to help. Ms. Culler suggested the Finance department use trustee labor like all other departments has to do. Mr. Brad Burke mentions that he works seven days a week and cannot do any more tasks. Mr. Burke stated that he would not be requesting another employee if it were not needed. Ms. Culler stated that the Animal shelter works seven days a week.

Mr. Austin Jaynes stated that the Committee must do something to fix the excess compensation time. Mrs. Ginger Holdren wanted to know why the County does not have a policy to eliminate excess times over max times set. Mr. Austin Jaynes stated that we need to adjust the entire compensation time policy. Mr. Burke stated that the current policy is to force employees to stop working once they have hit the max compensation time on the books. There was some discussion regarding why EMA and Payroll went over the max allotted compensation time. Mr. Jaynes stated that we must start following the policies and procedures. Mr. Travis Hill suggested that someone reach out to Dr. Ward to see if any employees in the BOE could aid in Payroll. Mrs. Ginger Holdren mentioned that we must set a policy in place. Mrs. Holdren would like to see compensation time roll into sick time once it reaches the

max available on the books. Mr. Kennedy stated that we may want to contact the County Attorney Josh Hardin before making any decisions on compensation time rolling over to sick time.

Motion was made by Austin Jaynes, second by Ginger Holdren to approve buying both employees compensation time back to 99 hours to address the issue and cross train another employee on payroll.

Travis Hill	Aye	Brad Johnson	Aye
Ginger Holdren	Aye	Austin Jaynes	Aye
Rusty Barnett	Abstain		

All Ayes. Motion Carried

- 4. Animal Shelter Northeast Community Credit Union- Request to increase credit card limit to \$6,000:** Mr. Brad Burke mentioned that he was emailed by the Animal Shelter Director Shannon Posada stating that Walmart will not approve their department having a Walmart Credit card. Mrs. Posada's email requested that the Financial Management Committee allow the Animal Shelter to increase its Northeast Community Credit Card limit to \$6,000. The email also stated that the card will be used for all Animal Shelter credit purchases.

Motion was made by Austin Jaynes, second by Mayor Rusty Barnett to approve increasing the Animal Shelter's Northeast Community Credit Union credit card limit to \$6,000.

Travis Hill	Aye	Brad Johnson	Aye
Ginger Holdren	Aye	Austin Jaynes	Aye
Rusty Barnett	Abstain		

All Ayes. Motion Carried

- 5. Updates from the Finance Director:** Carter County Finance Director, Brad Burke, informed the Committee that the State audit is complete. Mr. Burke told the Committee that the report should be available in the next couple of weeks.
- 6. County General Update:** Carter County Mayor, Rusty Barnett, informed the Committee that he is working with the Northeast State and Workforce Development Center building individuals.
- 7. County Highway Department Update:** Not Present.
- 8. County School Department Update:** Not Present.
- 9. Austin Jaynes:** Mr. Austin Jaynes stated that he believes the Finance Department is doing a terrific job.

10. **Travis Hill:** Mr. Travis Hill wanted to know where the County stood on insurance for next year. Mr. Burke stated that the preliminary numbers presented to the Finance department is right at 4% increase.

11. **Ginger Holdren:** No Comment.

12. **Brad Johnson:** Mr. Brad Johnson requested that the Finance Department get an updated time schedule from Evergreen Solutions, Inc. Mr. Michael Kennedy stated that he will make sure to email out an updated time schedule regarding the compensation study.

Adjourn: Motion made by Austin Jaynes, second by Travis Hill. **Motion Carried.**

Respectfully submitted,

Michael Kennedy

Brad Johnson, Approved for File