

FINANCIAL MANAGEMENT COMMITTEE

November 1, 2021

8:30 am

PRESENT: Roger Colbaugh, Mayor Patty Woodby, Chairman Brad Johnson, Mark Tester, Ginger Holdren, and Attorney Josh Hardin.

ABSENT: Austin Jaynes, Dr. Tracy McAbee

The meeting was called to order by Chairman Johnson at 8:37a.m. and the roll was called. Quorum present.

ATTENDING: Audra Gerty, Carolyn Watson

Adopt Agenda: Motion was made to adopt agenda by Ginger Holdren, second by Mark Tester. Motion carried.

Approval of Minutes: Minutes for the October 4, 2021, meeting were presented. Motion was made by Roger Colbaugh to accept the minutes, second by Mayor Patty Woodby. Motion carried. Ginger Holdren abstained due to not being present at the meeting.

Public Comments: None

Old Business:

- a. **Purchase and Bidding Policies:** There were no further changes to these policies. Ginger Holdren made a motion to accept and incorporate the policies. Motion was seconded by Roger Colbaugh. All approved.
- b. **County Personnel Policy/Retirees Insurance Coverage Policy:** Attorney Hardin stated the policy states the county will provide insurance for retiring employees only who are 55 years of age and older with 20 years of service and employees who are 52 years of age or older with 25 years of service. He will add a statement clarifying that the county will only pay for coverage of the retired employee, not the spouse or other dependents.
- c. **Policy for Hiring/Firing Financial Director:** Attorney Hardin provided copies of the suggested policy based on state law. He stated that the commission must approve the firing of a finance director not the hiring. Motion was made by Ginger Holdren to defer reviewing this item until next month's meeting. Second made by Mark Tester. Motion approved.
- d. **Raises for part-time County employees:** Chairman Johnson informed the committee that a part-time employee spoke to him about how an office holder had withheld raises to some employees. He also handed out information to board members regarding violation of a TN Code by the sheriff's department. Discussion of raises suggested they need to be categorized (ex. Cost of Living - all employees; Bonus – based on performance). Ginger Holdren spoke of three wrong doings by the sheriff: (1) did not give part time employees 4% increase (2) gave "temporary" raises at fiscal year end and (3) did not submit employee qualifications to the state. The committee wants Sheriff Lunceford at the December meeting to go over these inquiries.

New Business:

1. **Recent Bids:** There were two bids received for the roll off dumpsters and they have been submitted to Benny Lyons for review and selection. There is an upcoming bid for a metal roof replacement at the highway department. Roger Colbaugh stated he had one estimate for repairing it at over \$30,000 and the roof is very old. He decided to bid out completely replacing the roof since he had an initial estimate of about \$68K for that. There was discussion on the RFP for communication system. Ginger Holdren made a motion

to have Commissioner Aaron Frazier revise the RFP to broaden the scope to include all producers. Seconded by Mayor Woodby. Motion carried.

2. **New Accounting Software:** Finance Director Carolyn Watson stated she had contacted some colleagues about new accounting software for the department and is looking to see if there is an upgraded version of Skyward. She is working on a policy about using the shared drive, how to keep and share files if employees are working on laptops, and deleting information and files, etc.
3. **Financial Director Update:** Carolyn stated that an external audit must be approved by the state and the representatives of the Comptroller's office said they would not approve it. The state did say they would do a deeper audit since the past finance director was a former auditor. State auditors should be here mid-November or early December. Carolyn stated that she has posted two job openings, one for a Senior Accountant and one for the additional Deputy Director. These job postings will be open until November 15th. She stated that she will be doing phone interviews before bringing anyone in for a one-on-one interview. She told the committee that the reason for the Senior Accountant job opening is because Robert Bryant had turned in his notice and he will be here for three more weeks. Robert had told Carolyn that he had it worked out that he will still be able to help with the audit and the budget process. Carolyn said that her and Audra are working on the budgets.
4. **Mayor Woodby Update:** Mayor Woodby gave an update on grants that the county will be receiving. Abby Frye, in her office, is working on the applications. Two appear very likely to be received. She stated that the construction is completed in the Clerk and Master's office and that one side of the courthouse steps has been completed and the other side will be completed very soon. There were compliments about the quality of work being done.
5. **Superintendent of Roads Roger Colbaugh Update:** He stated his department was working on patching roads in Peters Hollow and Dry Hollow on Stoney Creek. He said they are working on several paving projects, and they are also getting ready for snow and ice control. The bridge repair work is almost completed at a bridge on Estep Road in Dennis Cove. Mark Tester asked about the Gov. Alf Taylor bridge project and the type of bridge and about the curve near it. Roger said they were going to work on that, and the bridge would be a two-lane bridge, but it would take about two years to complete at least by the time the engineering, bidding and work is done. The state will pay for this project.
6. **Dr. McAbee** – Absent.
7. **Austin Jaynes** – Absent.
8. **Ginger Holdren** – Nothing to report.
9. **Chairman Brad Johnson** – Nothing to report.
10. **Vice Chairman Mark Tester** – Nothing to report.
11. **Motion to adjourn:** Made by Ginger Holdren and seconded by Vice Chairman Tester.

Respectfully Submitted to File:

Suzanne Archer, Finance Department

Audra Gerty, Deputy Finance Director

Brad Johnson, Chairman - Approved for File