

FINANCIAL MANAGEMENT COMMITTEE

August 3, 2021

8:30 am

PRESENT: Roger Colbaugh, Travis Hill, Ginger Holdren, Austin Jaynes, Brad Johnson, Patty Woodby

ABSENT: Tracy McAbee

The meeting was called to order at 8:30 am by Ginger Holdren. Quorum present.

ATTENDING: Robert Bryant, Brad Burke, Audra Gerty, Carolyn Watson

Adopt Agenda: Motion to approve the agenda was made by Travis Hill, second by Mayor Patty Woodby. Motion Carried.

Approval of Minutes: The minutes of the July 12, 2021 meeting were presented. Motion was made by Mayor Patty Woodby to approve the minutes, second by Roger Colbaugh. Motion carried. Austin Jaynes abstained.

The minutes of the special called meeting were presented. Motion was made by Travis Hill to approve the minutes, second by Austin Jaynes. Motion carried.

Public Comments: Roy Livingston inquired on how to get reports of funds going into the archive funds. He was informed there was a public records request that could be completed to request that information. He also commented on ways to get the jailed cleaned on the outside by using the city fire trucks.

1. Old Business:

- a. **Status of Search for new Finance Director:** Chairwoman Ginger Holdren reported that Carolyn Watson has been hired as Finance Director as of July 20, 2021 and will begin full-time on August 9, 2021.

New Business:

2. **Purchasing and Bidding Policies (RFP's):** Chairwoman Ginger Holdren stated she would like for RFP's to come before the Financial Management Committee for approval before being put out for bids. The current RFP process was reviewed and it was noted that there needs to be some possible exception for emergency purchases or services needed. After discussion, Austin Jaynes made the motion for any capital purchases estimated at \$250,000 or more be submitted to the Financial Management Committee for review and any capital purchase estimated at \$500,000 or more (excluding state bridge projects) come to the Financial Management Committee for review and have an independent company to do the RFP. Vice Chair Travis Hill seconded the motion. Director Burked discussed that Requisitioners should document how their respective departments estimate what such purchases costs, in the event the bids are significantly higher than expected. Motion carried. Chairwoman Ginger Holdren requested that Audra Gerty review and update the RFP policy to reflect the new requirements and to ensure that there are provisions in place for emergencies.

- 3. Requests for Funding from Charitable Organizations:** Bob Acuff discussed Charitable Organizations and the state requirement for those organizations to be registered with the state of Tennessee in-order to get funds. He stated that there is a one page form that has to be completed on the Tennessee website. Austin Jaynes made a motion to have Josh Hardin, county attorney, to review the state requirements and after his approval, have the organizations to submit their registration form or certificate of exemption to the finance department within 3 months. Mayor Woodby seconded the motion. Motion carried.
- 4. Recent Bids:** Audra Gerty reported on status of bids. None active at this time.
- 5. Finance Director Updates:**
 - a.** Director Burke provided copies of the results of the Head Start audit investigation. He stated that a claim would be filed with the school's insurance to get reimbursed for the funds. This will also be reported in the County's Financial Audit for June 30, 2021 and reflected as a cash shortage until such time as it is paid.
 - b.** He then noted that the auditors will return in late October to complete the current audit and finish by January, 2022.
 - c.** Director Burke reviewed a recent situation when the Sheriff's Department exceeded the purchasing limit on the Department's credit card. Each Department is responsible for keeping track of spending so as not to exceed the limit. Brad stated he had to call to get a temporary increase on the credit card limit for the sheriff's department due to charges being placed while an employee was at a training and who incurred hotel expenses. Chairwoman Ginger Holdren requested that the credit card limit be taken back down to \$10,000 and that the person from the Sheriff's office responsible for keeping up with the purchase order totals be present at the next meeting to give reason for charges.
- 6.** County Mayor Patty Woodby reported that one county employee is now sick with COVID-19 and that 2 offices are in quarantine and currently closed. Also, one other employee is being tested. She has been in contact with Caroline from the Health Department for updates and that the building has been sprayed and will continue to be sprayed and encourages each office to take precautions. She discussed that Building and Grounds is reviewing an RFP for the demolition and removal of a county owned building.
- 7.** Superintendent of Roads Roger Colbaugh stated he had nothing to report.
- 8.** Carter County Schools - No representation.
- 9.** County Commissioner Travis Hill – no report.
- 10.** County Commissioner Ginger Holdren - no report

Brad Johnson made a motion to adjourn the meeting at 10:13 am. Vice Chair Travis Hill was second. All approved and the motion carried

Respectfully Submitted to File:
Suzanne Archer, Finance Department.

Ginger Holdren, Approved for File