

FINANCIAL MANAGEMENT COMMITTEE

February 7, 2022

8:30 am

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**PRESENT:** Mayor Patty Woodby, Chairman Brad Johnson, Commissioner Ginger Holdren, Richard Church (CCBOE Representative), Commissioner Austin Jaynes, Superintendent Roger Colbaugh

**ABSENT:** Vice Chairman Mark Tester

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

**ATTENDING:** Deputy Director Audra Gerty, Director of Finance Carolyn Watson, Deputy Director Jerry Andrieszyn, County Attorney Josh Hardin, Ivan Sanders, Roy Livingston, and Ken Gough.

**Addition to Agenda:** Commissioner Jaynes asked to remove item 7B (discussion of accounting software) from the agenda.

**Adopt Agenda:** Motion was made to adopt agenda by Superintendent Colbaugh, second by Commissioner Holdren. Motion carried.

**Approval of Minutes:** Motion was made by Mayor Woody to approve the minutes for the December 6, 2021 meeting and seconded by Commissioner Jaynes. Commissioner Holdren and Superintendent Colbaugh abstained. Motion carried by a qualifying vote of three Ayes, zero Nos and two Abstentions. Commissioner Holdren asked for wording corrections of the January meeting minutes. Chairman Johnson asked for Deputy Director Gerty to correct the January minutes. Commissioner Holdren made the motion to approve the January minutes with the corrections and Mayor Woodby seconded the motion. Motion carried. Superintendent Colbaugh abstained.

**Public Comments:** Roy Livingston asked if it was possible to get copies of financial reports. Attorney Hardin informed him that such records can be obtained by submitting a Public Records Request. Mr. Livingston stated that any meeting should have a financial report given. Chairman Johnson stated that there is a financial report given at the Commission meetings. Commissioner Holdren asked if a simple report with the county's departments income information could be processed to give to the public upon request.

**Old Business:**

- a. **Discussion with Sheriff Lunceford:** Sheriff Lunceford was not present. Chairman Johnson asked to defer this discussion until the audit results come in and we receive the information from the State Attorney General's office. Commissioner Holdren was concerned with waiting since there has been ongoing discussion of Sheriff Department raises. Chairman Johnson stated that the raise issue has been corrected. There was discussion concerning raises and excess budget dollars used for raises. Commissioner Holdren requested a policy to be written regarding raises. Attorney Hardin stated that if there is money in a salary line item the Department Head or Office Holder can give a raise to any employee. He also said there is not a standard County salary schedule.
- b. **Accounting Software Program:** Removed from agenda by Commissioner Jaynes
- c. **Policy for Hiring/Firing Financial Director:** The policy was reviewed. It specifies that the Finance Committee has the right to hire and can only fire the Director of Finance with the County Commissioners approval. Commissioner Holdren made a motion to accept the policy as written by Attorney Hardin. Mayor Woodby seconded the motion. Motion carried.

- d. **Chamber of Commerce Tourism Renewal:** Attorney Hardin stated that the current contract expires in March and the contract automatically renews if the Chamber has not been given a 60-day notice of possible changes. The Finance Committee agreed to leave the contract as written at this time.
- e. **Hunter Elementary School Renovation Project:** The Finance Committee needs to decide the best way to finance the \$3.5 million dollars for the project. Director of Finance Carolyn Watson stated she is waiting on companies to return her calls regarding information and costs to finance the project. The project will be discussed at the March meeting.

## **New Business:**

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1. **Recent Bids:** Deputy Director Gerty referred to the listing of bids and stated that the fencing project at Little Milligan has been cancelled. The communication project bids are due in March.
2. **Parks and Recreation Discussion:** Ken Gough, Chairman of the Parks and Recreation Board, asked the Finance Committee for \$1.6 million dollars for next years budget. He stated that those dollars would be needed to fund projects they have planned for the next five years. He also asked for clarification of the Parks and Recreation Board authority, limitations, and prerogatives. Director Watson stated that they need to focus on the current fiscal year and request what they need for that year only. Unexpended funds cannot be rolled over from one year to the next because they go back into the county's fund balance. Director Watson told Mr. Gough that all policies need to be followed because they haven't been in the past. Mr. Gough stated they have hired Bob Richards as the project manager. Director Watson stated that Mr. Richards should be doing the groundwork and taking that information to Chris Schuettler at the Planning Office for purchase orders to be processed. Commissioner Holdren stated that there is a commissioner on the Parks and Recreation Board, and she was under the impression that policies and bylaws were being passed to that Board by the commissioner. Commissioner Holdren said she would like for the Finance Committee to help the Parks and Recreation Board. Mr. Gough stated he would like for a procedure to be written for the committee to go by.
3. **Financial Director Updates:** Director of Finance Carolyn Watson gave an update on the budget process. She stated that some budgets are in, and she is reviewing them. She said she has done salary schedules for all departments. Director Watson stated that the packets from the outside agencies will be reviewed to make sure they have submitted complete information. She handed out a copy of the Employee Bonus Policy that had been written. She asked everyone to read over it and think about any changes that needs to be made. She then passed out an update on ARPA funds expended to date, a copy of which is attached to this minutes as a matter of record. Chairman Johnson asked to include the handout in the commission packet. The auditors have finished their field work and Director Watson has asked for a copy of the findings as soon as it is available. The auditors will return in late March or April. Finance Director Watson also discussed credit cards, bonuses, and raises. She would like to change the credit card bank for the county and the schools. She is proposing to use Truist Bank because the cards limits do not go against employees' personal credit, restrictions can be added to cards, and card limits can be changed depending on the needs of cardholder. This process can also be more easily managed on-line. She stated that the auditors do not like the setup of the cards we use now. The committee asked for her to continue the process of changing the cards. Next Director Watson handed out a list of Jail and Sheriff's office employees that would be included for bonuses and the total cost, which had been discussed at the Special Called Budget meeting. She also passed out information for proposed raises for all County departments. This information will go the budget committee and full commission.

4. **Mayor Woodby Update:** Mayor Woodby stated the First Tennessee Development District is looking for a new director and that Dean Blevins, Director of TCAT is retiring and she will be on the advisory board to assist with finding a new director for TCAT.
5. **Superintendent of Roads Roger Colbaugh Update:** Superintendent Colbaugh gave an update on the Powell Road bridge project in Hampton and stated the project should be completed by March. He said that he has had a lot of overtime in his department due to the recent snow and ice and would like to update his budget for salt, as well as work on this budget line in next year's budget request.
6. **Richard Church Schools Update:** Mr. Church reported that the state is doing an overhaul on how the state budgets and provides BEP funds (Basic Education), and they are watching to see what the proposed revisions include and how the changes will affect Carter County. Commissioner Holdren asked for the school system to keep their teachers in mind when giving raises.
7. **Commissioner Ginger Holdren:** Commissioner Holdren asked Superintendent Colbaugh if Milligan is giving the land to the county to complete the Alf Taylor Road project and if there is a timeline for it to be completed. Superintendent Colbaugh stated the land is being donated and the timeline is 2024 because they are waiting on state funds and engineering to be completed.
8. **Commissioner Austin Jaynes** – Nothing to report.
9. **Chairman Brad Johnson** – Chairman Johnson thanked the finance staff members for their hard work.
10. **Motion to adjourn:** Made by Commissioner Holder and seconded by Commissioner Jaynes. The meeting adjourned at 11:30 am.

Respectfully Submitted to File:

Suzanne Archer, Finance Department

Audra Gerty, Deputy Finance Director

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Brad Johnson, Chairman - Approved for File

**2021-2022**  
**County Fund #127**  
**As of 01.31.2022**

	Date	Acct #	Program	
<b>Funds Received</b>				
1st Installment	5/25/2021	47401		5,476,645.50
<b>Total Funds Received</b>				<b>5,476,645.50</b>

<b>Funds Expensed</b>				
Land and Building				
300 N Main Street	9/14/2021	58831	715 & 732	295,000.00
<b>Total Expensed FYE21</b>				<b>295,000.00</b>

<b>Awaiting Final Invoice</b>				
Court Room Live Stream Equip				19,387.60
<b>Total PO</b>				<b>19,387.60</b>

**Adjusted Balance at 01.31.22** **5,752,257.90**

<b>Funds Encumbered</b>				
Broadband Implementation				2,500,000.00
First Utility - Dry Hollow Waterline Extension				382,250.00
Frist TN Development Administration Fee				318,000.00
Hampton Volunteer Fire Department				150,000.00
Stony Creek Volunteer Fire Department				150,000.00
<b>Current Encumbrances</b>				<b>3,500,250.00</b>

**Remaining Balance of Current Funds Received** **2,252,007.90**

**Remaining Funds to be received May 2022 (estimated date)** **5,476,645.50**

**Total ARP Funds Unspent or Encumbered** **7,728,653.40**