

## FINANCIAL MANAGEMENT COMMITTEE

March 2, 2011

8:30 a.m.

**PRESENT:** Jo Ann Blankenship, Tom Bowers, Dr. Shirley Ellis, Pat Hicks, Leon Humphrey, Jack Perkins, and Harry Sisk.

The meeting was called to order by Jo Ann Blankenship.

Motion was made by Tom Bowers, second by Harry Sisk to approve the minutes from the February 2, 2011 meeting and the February 9, 2011 meeting. Motion carried.

### **Unfinished Business**

**Audit Committee:** Mayor Humphrey informed the committee of the recent selection of the Audit Committee. He stated the county was very fortunate to have this committee to volunteer their service. The Mayor stated meetings would be established in the next couple of weeks. He also advised that this committee would review the audit and make professional recommendations as to findings thereof. He also stated that he did not anticipate this committee to meet monthly. However, they would meet a few times during the year for audit review.

**Jail Update:** Mayor Humphrey reviewed the accomplishments of a meeting held on Monday, February 28<sup>th</sup> with the contractor, architect, city planning official, building inspector, fire marshal, and various county officials. He stated the goal is to obtain a Letter of Completion that can be given to the City of Elizabethton for an eventual Temporary Certificate of Occupancy. Once those are received, inmates may be transferred in a gradual flow to ease the transition. He also stated that the temporary sally port between the pods and the current jail facility would be removed on March 11, 2011. Jo Ann Blankenship spoke of the need for clarification when a 911 call is received. The system does not currently designate which building is troubled, so the officials will be assessing what will need to be done to clarify.

**Grid Addendum to Finance Director Job Description:** Jo Ann Blankenship asked for any questions or discussion concerning the grid addendum to the job description for the Director of Finance.

Motion was made by Tom Bowers, second by Pat Hicks to accept the grid addendum to the job description for the Director of Finance. Motion carried.

**Time Management System:** Mayor Humphrey stated that the information on the systems was not yet ready for presentation. He stated that various systems had been contacted and reviewed. John Thomas spoke of the fact of the current accounting software not being able to integrate with any time management systems. Ingrid Deloach stated that Hamilton County had been contacted about the time management system that they have in place. Through further

conversation, it was determined that Hamilton County's system was not what the county was looking for.

**New Business**

**Recent Bids:** Ingrid Deloach reviewed the listing of the recent bids.

**County General Update:** Mayor Humphrey spoke of his efforts to locate funding for an additional physician at the Health Department. He stated the county would need to look at the issue if no other funding was available. He estimated the cost to be around \$175,000 per year.

The Mayor also updated on the Roan Mountain sewer project. He advised that some funding could be available from other organizations.

**Highway Department Update:** Jack Perkins informed the committee of a recent rock slide in the Heaton Branch area of the county. He stated the slide had caused road closings and could develop into a major excavation process. He also addressed his need to purchase two single axle dump trucks in the very near future. The impact of the recent increases in fuel costs was also discussed.

**School Department Update:** Dr. Ellis apologized for not being able to report because of illness and deferred to Pat Hicks for an update on the recent workshop of the Board of Education. Pat Hicks stated he attended the presentation that was made to the School Board concerning a third party needs assessment. He advised that he felt the Board would want to discuss with other firms before making a decision.

**Pat Hicks:** Mr. Hicks updated the committee of the most recent Landfill Committee meeting. He advised that it was determined there was a need for a policy for purchasing items during an emergency. Jo Ann Blankenship stated this was addressed in the Financial Management Policy and Procedure Manual. The emergency purchase policy was then discussed. Jo Ann Blankenship advised she would contact CTAS to see if there was any additional language that needed to be added to the current policy.

**Selection of Finance Director:** Process was delivered by ballot. Six members of the committee submitted a vote for one person from the five selected candidates in a previous meeting. One candidate dropped out and one member of the committee did not vote. Tally was taken by County Attorney Keith Bowers and delivered to Chairman Blankenship who announced five votes for Ingrid Deloach and one for Ronald Jelle'y. Jo Ann Blankenship called Ingrid Deloach into the room and offered her the position of Finance Director in which Ms. Deloach gladly accepted the position. Motion to adjourn was made by Mayor Humphrey, second by Tom Bowers. Motion carried.

Respectively submitted,  
Debbie Street

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Jo Ann Blankenship, Chairperson