

FINANCIAL MANAGEMENT COMMITTEE

February 01, 2012

8:30 am

PRESENT: Jo Ann Blankenship, Tom Bowers, Sonja Culler, Dr. Shirley Ellis, Mayor Leon Humphrey, and Jack Perkins.

The meeting was called to order by Jo Ann Blankenship.

A quorum was present.

Motion was made by Mayor Leon Humphrey, second by Tom Bowers, to approve the agenda. All ayes. Motion carried.

Motion was made by Mayor Leon Humphrey, second by Dr. Shirley Ellis to approve the December 7, 2011 minutes. All ayes. Motion carried.

Unfinished Business

- **Financial Management Software Proposals:** A list of recent proposals for a Financial Management Software package were reviewed. Motion was made by Mayor Leon Humphrey, second by Jo Ann Blankenship, to have the companies that submitted proposals come before the Financial Management Committee to give a presentation on their available Financial Management and Time Management systems.

Roll call vote as follows:

Dr. Shirley Ellis: No

Tom Bowers: No

Leon Humphrey: Aye

Jack Perkins: No

Jo Ann Blankenship: Aye

2 Aye, 3 No Motion failed.

Mayor Leon Humphrey asked why not have the companies come to discuss their bids. Jo Ann Blankenship added having the companies come would give them an opportunity to explain how their software could provide a savings to the county. Dr. Ellis explained the reason she does not want the companies to come give a presentation on their software is because the school department does not have the financial means to commit to any kind of time management system. Finance Director Ingrid Deloach asked that the committee not lose sight that a financial management system is a critical need for the Finance Department. She stated that presentations were needed to determine what software package will best meet the needs of the county. Tom Bowers said he is in favor of a new financial management system and feels it would be a waste of time for time management systems to be presented because the county does not have the funds available for that type of investment. Mayor Leon Humphrey said it would be beneficial to have the companies present both financial management and time management to ensure the county purchases a system that is capable of time management. Dr. Ellis added that she is concerned about the financial impact the costs of a time management system would have on the school department because of the department's large number of employees.

Motion was made by Tom Bowers, second by Dr. Ellis, to have the companies that submitted proposals come before the Financial Management Committee to give a presentation on their Financial Management software. 4 ayes, 1 no motion carried.

- **2012-2013 Budget Calendar:** The purposed 2012-2013 Budget Calendar was presented to the committee. It was also noted that the Debt Management Policy has been approved by the full commission and County Attorney Keith Bowers has filed it with the state.
- **Travel and Fixed Asset Policy:** Sheriff Chris Mathes came before the Financial Management Committee to ask them to look into the travel policy. He stated he had employees who traveled several hundred miles to transport a prisoner but because his employees did not stay overnight he was not able to pay for their meals while traveling for official business. Sheriff Mathes stated it has saved the county money to not have to pay per diem and the cost of a hotel room because the employees were willing to return in the same day. Motion was made by Tom Bowers to amend the travel policy to state that an exception to this policy would be if an employee works over eight hours and/or travels over 300 miles the department head has the authority to pay for that employee's meal not to exceed the per diem rate. Mayor Leon Humphrey asked if Mr. Bowers would consider amending his motion to bring it back to the Financial Management Committee after it has been reviewed to ensure this change would not violate state or federal regulations. Mr. Bowers agreed to amend his motion, second by Mayor Humphrey. All ayes. Motion carried.

Sheriff Mathes also had a question on the Fixed Asset Policy as to what he was to do with items that have no value and/or the cost of moving or storing the item is greater than the salvage value of that item. Finance Director Ingrid Deloach noted that those types of situations are addressed under the Disposition of Property section of the Fixed Asset Policy.

New Business

- **TVA Plan:** EMA Director Andrew Worley stated they have received the TVA Emergency Plan which states how they would notify the county in the event of an emergency.
- **Health Department Classes:** Jo Ann Blankenship advised that the Health Department will be offering free diabetes classes; anyone interested should contact the Health Department for details.
- **Part-Time Employee Timekeeping Policy & Procedure:** Ingrid Deloach presented a proposed addition to the Financial Management Policy and Procedure Manual. It reads as follows "Since the General County Payroll system is not lagged, the following will be required of County Employees. Part-Time employees must first submit a completed approved timesheet to payroll prior to processing. Full-time or salaried employees must submit a completed approved timesheet upon obtaining their payroll document on said pay date". Mayor Leon Humphrey stated he would like to see payroll lagged one week and implement mandatory direct deposit for County employees. He suggested giving employees a five-month notice as to the occurrence of said lag. Jo Ann Blankenship said she has talked to several counties and the majority she talked to did not lag payroll. She said in 2006 it became mandatory

that new employees have their checks direct deposited and it was the intent of this committee to make it mandatory of all employees within a year but that idea never materialized. Jo Ann agreed that lagging the payroll needs to be done from a business standpoint but also stated she doesn't know if people can do without to get through the phasing into a week lag in payroll. Motion was made by Mayor Leon Humphrey for county employees' payroll to be mandatory direct deposit and a one week lag in payroll by June 30, 2012. No second, motion failed.

Motion was made by Tom Bowers, second by Dr. Ellis to amend the Internal Controls Policy and Procedure to add the presented revision.

Roll call vote as follows:

Dr. Shirley Ellis: Aye

Tom Bowers: Aye

Leon Humphrey: No

Jack Perkins: Aye

Jo Ann Blankenship: Aye

4 Aye, 1 No motion carries.

- **Deferred Compensation Plan:** Representatives from Total Insurance and the Hartford came to present what they could offer county employees for a 457 (b) deferred compensation retirement program. Finance Director Ingrid Deloach stated the county currently has Nationwide as its provider for its deferred compensation retirement program and that we need to make sure we are offering the best option for employees.

Motion was made by Mayor Leon Humphrey, second by Tom Bowers to invite the county's current provider, Nationwide, as well as other providers come before the committee to present what services they could offer the county. All ayes, motion carried.

- **Recent Bids:** a list of bids from December 7, 2011 through present was reviewed.
- **County General Update:** Mayor Leon Humphrey said the Courthouse will be open on February 20, 2012 on President's Day for early voting, however the election office will be the only office open with the rest of the offices being closed in observation of the holiday.
- **County Highway Department Update:** Jack Perkins stated he was advised by the State of Tennessee of a bridge that must be closed due to it being unsafe. He contacted Simpson Construction and they have already started work on the bridge at a cost of approximately \$49,000. This project was not bid out due to the emergency nature of the project and the need to get the bridge repaired quickly for the three families who rely on the bridge to get to and from their homes. Mr. Perkins stated he would like to get these residents another route to their properties this summer.
- **County Schools Department Update:** Dr. Ellis stated she is pleased that the schools have not been closed much this winter for snow and hopes it will reflect positively on TCAP scores. She also noted they are starting the second round of teacher and principal evaluations.
- **Tom Bowers:** No report.
- **Pat Hicks:** Absent.
- **Russell Kyte:** Absent.

- **Public Comments:**

Roy Livingston- discussed who can purchase and sale land for the county, inventory, monthly financial reports and lawsuits.

Mr. Hughes- discussed time management and the potential cost savings.

Chris Scheuttler - 5 year plan, Federal mandates unfunded.

Jo Ann Blankenship- 9-1-1 Board distressed funding. Asked if the county has ever considered assessing a fee for giving a new 9-1-1 address, especially in new developments such as subdivisions and trailer parks. Chris Scheuttler stated the Planning Commission has looked at that in the past, but it never progressed. Mayor Humphrey stated we should hold off on any decision until the 9-1-1 meeting in Nashville.

Motion by Tom Bowers, second by Jack Perkins, to adjourn. Motion carried.

Respectfully submitted,

Ingrid Deloach

APPROVED


Jo Ann Blankenship, Approved for file