

FINANCIAL MANAGEMENT COMMITTEE

April 4, 2012

8:30 am

FILED

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MARY BO JOE
COUNTY CLERK

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D.C. *PS*

PRESENT: Jo Ann Blankenship, Tom Bowers, Dr. Kevin Ward, Jack Perkins, Pat Hicks, and Russell Kyte.

The meeting was called to order by Jo Ann Blankenship.

Quorum present.

Motion was made by Tom Bowers second by Pat Hicks, to approve the agenda with the addition of the County Purchasing Policy. Motion carried.

Motion was made by Russell Kyte, second by Jack Perkins to approve the March 7, 2012 minutes. Motion carried.

Unfinished Business

- **Financial Management Software Proposals:** Finance Director Ingrid Deloach stated she had looked into the cost of hosting a new financial management system. The cost to have Tyler host the system for the County would be \$81,011 per year with \$20,550 onetime fees for equipment also travel would be bill separately and is estimated to cost \$29,000. Ingrid stated this is not a cost she feels the county can bear at this time. Skyward provided an estimate of \$21,204 per year. The Finance Department also talked to Skyward's IT department to see what type of equipment would be needed for the County to host the software themselves. The total onetime cost to host onsite is \$2,781. Ingrid stated she felt this is something that could be maintained within the finance department.

Ingrid said she has been talking with Karen King, Finance Director of Sevier County Schools. Mrs. King recently switched from Bridge to Skyward and has done a lot of legwork to ensure this switch will be more streamlined for other counties. Ingrid also looked into the auditor's concern with Tyler and she has been assured that the issue of no separation between the update and delete functions has been corrected.

Pat Hicks asked what Financial Management Software Ingrid feels would best suit her office's needs. Ingrid stated that either Tyler or Skyward would meet the needs of the office. She noted that Tyler's software would cost almost double what Skyward software would cost and Tyler's hosting was also very expensive. Tom Bowers asked if the school system would be paying for a portion of this new software. Ingrid responded that they do not have funds to pay for this software and if their allocation is increased the county will have to give the city approximately 30%. Therefore she felt the most logical thing to do would be to reevaluate the chargeback payments for financial services.

Motion was made by Pat Hicks, second by Russell Kyte to proceed with acquiring Skyward. Motion carried.

- Lagging County Payroll:** Finance Director Ingrid Deloach said she has been contacted by employees at the Highway Department stating their pay was held back a week in 1979 and they did not want their pay held back another week. Ingrid contacted County Attorney Keith Bowers who advised her to attempt to find records indicating if these employees had been held back a week's pay. Ingrid said she has gone through old payroll records at the Highway Department. These records state the days the employees are being paid for but not the actual day they were paid. She has not been able to find anything to indicate that these employees have or have not been held back. Jo Ann Blankenship stated she talked to Bobbie Kitchens who had worked in bookkeeping at the Highway Department, and she had stated they were not held back. However, the exact time period she worked at the Highway Department is unknown. Motion was made by Tom Bowers, second by Pat Hicks to table this issue until next month's meeting when there may be more information available. Motion carried.
- Direct Deposit:** The topic of mandatory direct deposit was discussed. Finance Director Ingrid Deloach had been in contact with several local banks to see what they could offer employees. Ingrid stated Citizens Bank would offer a free checking account with no minimum balance, free online banking, and a free debit card. Carter County Bank offers a free checking account that requires \$100 to open but after the initial deposit only requires that customers keep \$1 in their account or the account will be closed. Northeast Credit Union has a free checking account with a required deposit of \$50 to open the account. Tom Bowers asked what the benefits would be for mandatory direct deposit. Ingrid stated it would not save the Finance Department much money at all, and that most of the benefit would be seen by the employee. Pat Hicks stated he is concerned about this putting a hardship on lower paid employees.

Motion was made by Tom Bowers, second by Jack Perkins to leave the policy the way it currently is with existing employees deciding if they would like direct deposit or not. Motion carried.

New Business

- Recent Bids:** a list of bids from March 7, 2012 through present was reviewed.
- County General Update:** Mayor Leon Humphrey could not attend the meeting. He did ask that the committee be informed that the letter of agreement the County signed with the City of Elizabethton in regards to the new jail states that the County has 180 days from the date the document is signed for all items to be completed as agreed. He also wanted it to be known that Hamblen County is no longer interested in the jail pods.
- County Highway Department Update:** No report.
- County Schools Department Update:** Dr. Ward stated this is a very hard budget year with all the cuts that need to be made.
- Tom Bowers:** Tom Bowers stated with this year's budget approaching we need to remember everybody has wants and cautioned against using fund balance.
- Pat Hicks:** Pat Hicks thanked Finance Director Ingrid Deloach and her staff for all the effort they put into researching Financial Management Software vendors.


- **Russell Kyte:** Russell Kyte asked who is responsible for making the decision of how to get rid of the jail pods. Jo Ann Blankenship stated she thought it would be the responsibility of the full commission.
- **Purchasing Policy:** Jo Ann Blankenship read over the County's Purchasing Policy. Jo Ann said she wanted everyone to remember they need to get three quotes before purchasing anything over \$1,000.
- **Public Comments:** Public comments from Roy Livingston.

Motion by Tom Bowers, second by Pat Hicks, to adjourn. Motion carried.

Respectfully submitted,

Christa Byrd

APPROVED


Jo Ann Blankenship, Approved for File