

FINANCIAL MANAGEMENT COMMITTEE

October 2, 2013

8:30 am

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

The meeting was called to order by Jo Ann Blankenship.

Quorum present.

Motion was made by Tom Bowers with a second by Russell Kyte to approve the agenda as amended to allow John Paul Mathes to address the Committee first. Motion carried.

Motion was made by Jack Perkins with a second by Tom Bowers to approve the September 4, 2013 minutes. Motion carried.

Old Business

- **Skyward Software Update:** Finance Director Ingrid Deloach said the Finance Department had a conference call with Skyward on Monday to handover the process from sales to implementation. She said there will be a conference call with Skyward every Tuesday at 3:30 PM. Mrs. Deloach said the County is scheduled to go live with Skyward on July 1, 2014. She stated Skyward has already asked for very in-depth information to begin the conversion process. Mrs. Deloach said an announcement should be made soon by the State concerning the selection of preferred school attendance software vendors.

New Business

- **Audit Finding Resolution:** Jo Ann Blankenship asked John Paul Mathes to explain his office's audit finding and what is being done to resolve the issue. Circuit Court Clerk John Paul Mathes said he would like to address the issue of undisbursed funds. He explained that when a person posts bond his office must hold that money until the case is resolved which can take years. John Paul Mathes said his office has distributed at least \$100,000 of the \$379,791 of undisbursed funds noted in the 2013 County Audit. He stated the new software used in his office will help with the issue of undisbursed funds going forward. Jo Ann Blankenship stated the State Auditors recommended to her that the County hire someone familiar with the old system to correct the out of balance ledgers. John Paul Mathes discussed the possibility of hiring an independent accounting firm to get the general ledger in balance but said he does not have funding available for such an expenditure. Russell Kyte asked if the problem can be resolved. John Paul Mathes said the issue can be fixed but it is going to take a lot of time and money.
- **Records Storage:** Ingrid Deloach said there are approximately 250 boxes of documents on the third floor that have to be removed by next Wednesday. Mrs. Deloach said the Finance Department is required to keep records for five years. She said the documents need to be on site so they are accessible and in a secure location. Mrs. Deloach said she would like to move the mail machine out of the Finance office to free up space for additional filing cabinets. She noted it has been mentioned that the banker's boxes could be placed in the basement of the Planning Office. She said she has concerns with storing documentation in a basement. Jo Ann Blankenship has looked at the basement space and found it to be dry. Ms. Blankenship said she has a concern about the security of the documents in the basement.

Tom Bowers asked if there will be enough space to store the boxes in the Finance Office if the mail machine is moved. Mrs. Deloach said no, but that will allow her to free up space in her vault for employee records. John Lewis asked if it would be feasible to purchase a storage building for the documents. Jo Ann Blankenship said because the Courthouse is in the Historical District a storage building would have to be approved by the Historical Commission. Moving the records to the old jail was discussed. Jo Ann Blankenship asked if it would be acceptable for everything to be removed from the third floor except the Finance Department's records. Mayor Humphrey said it may be an option if the weight is spread out over the third floor.

Tom Bowers asked if the mail machine could be moved to the conference room. Ingrid Deloach said the only problem with putting the postage machine in the conference room is it would not be accessible during early voting. Jo Ann Blankenship asked if there was anywhere downstairs the mail machine could go. Mrs. Deloach said she talked to Mary Gouge previously about putting the mail machine in the Clerk's Office but she was informed there was no space for it there. Ingrid Deloach suggested moving the mail machine in the witness waiting room to free up space in the Finance Department. Jo Ann Blankenship said she would like to try putting the mail machine into the witness waiting room. Ingrid Deloach said that room is locked so a key would have to be made for each office. Jo Ann Blankenship suggested putting a combination lock on the door. Ms. Blankenship asked if it was agreeable with the Committee to move the mail machine in the witness waiting room on a trial basis, no objections were made. Mayor Humphrey said he will ask the work gang to move the mail machine today.

- **Recent Bids:** Finance Director Ingrid Deloach reviewed a list of recent bids.
- **County General Update:** Mayor Humphrey said the Animal Shelter had an open house last Saturday. He stated the facility should be complete within the next month.
- **County Highway Department Update:** Jack Perkins said salt has been purchased for the winter. Mr. Perkins also gave an update on road repair. Jo Ann Blankenship thanked the Highway Department for marking Smalling Road.
- **County Schools Department Update:** Dr. Ward said the School Department is obtaining the equipment needed for the PARCC assessment. He noted each school now has two computer labs. Dr. Ward explained the new enrichment and remediation period that has been implemented in the schools.
- **Tom Bowers:** No report.
- **Pat Hicks:** No report.
- **Russell Kyte:** Mr. Kyte thanked Jack Perkins for the good job he has done.
- **Public Comments:** Roy Livingston asked about policy updates and the Landfill.

Respectfully submitted,

Christa Byrd

APPROVED
Jo Ann Blankenship
Jo Ann Blankenship, Approved for file