

FINANCIAL MANAGEMENT COMMITTEE

September 14, 2020

8:30 am

PRESENT: Brad Johnson, Austin Jaynes, Mayor Rusty Barnett, Ginger Holdren, Roger Colbaugh, Tracy McAbee, and Travis Hill.

The meeting was called to order by Brad Johnson.

Due to the ongoing COVID-19 pandemic this meeting was held electronically for the health and safety of all individuals.

Quorum present.

Adopt Agenda: Motion was made by Travis Hill, second by Ginger Holdren to approve the agenda with the addition of approval of July 18, 2020 special called meeting minutes. Motion Carried.

Approval of Minutes: Motion was made by Ginger Holdren, second by Mayor Rusty Barnett to approve the July 18, 2020 special called meeting minutes. Motion carried.

Motion was made by Travis Hill, second by Roger Colbaugh to approve the August 3, 2020 minutes. Motion carried.

Public Comments: No Public Comments.

Old Business:

1. **Review Financial Management Policies & Procedures- Deferred to October Meeting:** Committee Chairman, Brad Johnson, stated that this topic would be better suited to be discussed in the October 2020 Financial Management meeting due to the possibility of change in committee members in the September commission meeting.
2. **Discussion regarding the creation of an Ethics Committee and an Investigative Committee – Deferred to October Meeting:** Mr. Johnson stated that he has been in discussion with the County Attorney regarding this discussion topic. Mr. Johnson also mentioned that the County Attorney should be in the October meeting to address this topic.
3. **Discussion of Compensation Time Policy - Deferred to October Meeting:** Again, Mr. Johnson stated that the committee should defer the discussion on this topic till October due to possibility of change in committee members.

New Business:

1. **Recent Bids:** Deputy Director of Finance, Michael Kennedy, reviewed a list of recent bids.

2. **Discussion regarding applications received for the Finance Director's position:** Mr. Johnson explained to the Committee that the County Attorney, Josh Hardin, suggested that the County keep the applications on file for a minimum of 5 years. Mr. Hardin's decision is based on the required retention schedule set in place by the State.
3. **Discussion regarding Sheriff's Department contracts with employees- Sheriff Dexter Lunceford:** Mrs. Ginger Holdren started this discussion topic by mentioning a comment that Chief Parrish stated in a previous meeting. According to Mrs. Holdren, Chief Parrish stated that he will be looking at implementing a pre-employment contract for the year 2020 with employees of the Sheriff's department to help recoup the cost of training if the employee leaves within a specific time frame. Carter County Sheriff, Dexter Lunceford, stated that he will not enforce any contract on those basis with employees. Mr. Lunceford stated that he will not sue a County employee to recoup training cost. According to Mr. Lunceford, in order to enforce a policy of this sort it would require the County to sue each person that leaves. Mr. Lunceford stated that he appreciated the concern and suggestion. Mr. Travis Hill stated that with the cost of training it would make sense to look at implementing a pre-employment contract with employees. Sheriff Lunceford informed the Committee that only one Sheriff's Department employee would have been affected by the contract if it were in place and he stated that his office will not put a contract like this in place. Mr. Lunceford stated that the best way to fix the turnover issue would be to get a 10% raise for employees.
4. **Discussion regarding new Finance Department employees – Accounting Clerk and Human Resource Manager:** Mr. Burke informed the Committee that he advertised for the Human Resource coordinator position last month and received approximately 25 resumes. Mr. Burke stated that he contacted five applicants for interview but three were being paid more than the County is offering. Therefore, Mr. Burke did interview three applicants for the position. Brad informed the Committee that one of the three applicants was the current payroll clerk, Jaclyn Lewis. Mr. Burke stated that after reviewing all the applicants he decided to move forward with Mrs. Lewis as the new Human Resource coordinator. Mr. Burke informed the Committee that Mrs. Lewis has the most experience with all the requirements of this position.

Mr. Burke also informed the Committee that the Accounting Clerk position was advertised in yesterday's news paper and posted to the County's website. He has received three resumes thus far for that position. Mr. Burke stated that the cutoff for this position is next Wednesday. Mr. Burke also mentioned that he decided to hire a partial replacement for Mrs. Lewis from the applicants of the HR coordinator position. The new replacement is going to assist Mrs. Lewis with payroll and human resource duties.

- 5. Discussion regarding employee total compensation:** Mr. Austin Jaynes led this discussion topic. According to Mr. Jaynes, he contacted Mrs. Kelly Geer with Sequoyah Group about getting a total compensation report completed for all County employees. Mr. Jaynes stated that Sequoyah Group mentioned that other County's who utilize this service have experienced an eye opening understanding from all the employees who have reviewed their total compensation report. The total compensation statement will break down the employees' salaries and benefits paid by the County. Mr. Jaynes informed the Committee that this reporting will not cost the County any extra funds because it is included in the services provided by Sequoyah Group.

Mr. Burke reviewed the document and noticed that the employee taxes portion will need some corrections made before the documents are sent out to employees. Mr. Brad Johnson stated that he would like this report to be maintained in the County for County use only. Mr. Johnson does not want this report to go to Evergreen because their contract does not cover benefits. Mr. Austin Jaynes requested that Mr. Burke contact Sequoyah group to get the total compensation reports started. Mr. Burke agreed to contact Sequoyah Group.

- 6. Updates from the Finance Director:** Mr. Brad Burke stated that the bonds will be sold this morning. Mr. Burke also stated that the County is looking at saving approximately a little more than \$2 million over the next 15 years. Mr. Travis Hill asked if the County has received its Moody ratings yet. Mr. Burke exclaimed that the County's ratings stayed the same. According to Mr. Burke, the only negative comments regarding the ratings were that the County's population has been slightly decreasing.

- 7. County General Update:** Mayor Rusty Barnett stated that the construction on the Courthouse Security project is moving forward on schedule. He also announced that the Highway Department is looking at paving the parking lot behind the Planning office for approximately \$20,228. Mr. Barnett informed the Committee that the review from Thompson and Litton of the boiler system is approximately \$6,500 to \$7,500. He stated that he is looking around for better pricing to get the system updated. There was discussion regarding treatment systems for the boiler.

Mr. Barnett also mentioned that the Utility Districts may be getting a grant to fix waterlines in 2021. He also stated that water and electricity should be set up at the Elk Mills substation soon.

- 8. County Highway Department Update:** Highway Superintendent, Roger Colbaugh, updated the Committee on the current County bridge and road projects. Mr. Colbaugh also informed the Committee that the canopy over the County gas pumps has been completed.

9. **County School Department Update:** Carter County School Superintendent, Tracy McAbee, updated the Committee on the process taken by the School system to start this semester of School. Mr. McAbee stated that approximately 618 students are currently doing virtual learning. Mr. McAbee also updated the Committee on the number of students with COVID related absences.
10. **Austin Jaynes:** Commissioner Austin Jaynes thanked the Committee for their time.
11. **Travis Hill:** Commissioner Travis Hill echoed the sentiments from Mr. Jaynes.
12. **Ginger Holdren:** Commissioner Ginger Holdren expressed her gratitude for being elected on this Committee. Mrs. Holdren stated that she is proud of the things the Committee has accomplished.

Mrs. Holdren stated that in response to the Sheriff's actions this morning she would like to make a note that in lack of his cooperation to a concern he has spread numerous times in her presence he has refused to move forward with a recommendation from this Committee. Mrs. Holdren also wanted to note that the Sheriff was not correct in his statement of having to sue a County employee. Mrs. Holdren stated that the individuals affected would no longer be employees of the County.

13. **Brad Johnson:** No Comments.

Adjourn: Motion made by Ginger Holdren, second by Travis Hill. **Motion Carried.**

Respectfully submitted,

Michael Kennedy

Brad Johnson, Approved for File