

FINANCIAL MANAGEMENT COMMITTEE

January 10, 2021

8:30 am

PRESENT: Mayor Patty Woodby, Chairman Brad Johnson, Vice Chairman Mark Tester, Ginger Holdren, Jan Back (CCBOE representing Dr. Tracy McAbee), Austin Jaynes (joined meeting @ 8:59 am)

ABSENT: Roger Colbaugh

The meeting was called to order by Chairman Johnson at 8:30 am and the roll was called. A voting quorum is present.

ATTENDING: Audra Gerty, Carolyn Watson, Teresa Montgomery, Commissioner Mark Blevins, Ivan Sanders

Addition to Agenda: Audra Gerty asked to add to agenda a request from Roger Colbaugh for a credit at Fisher Auto Parts for \$5000.00 for the Highway Department. Chairman Johnson asked to add as “e1” on new business.

Adopt Agenda: Motion was made to adopt agenda by Mark Tester, second by Ginger Holdren. Motion carried.

Approval of Minutes: Minutes for the December 6, 2021, meeting was presented and deferred to February meeting along with the January minutes, as Ginger Holdren was not in attendance at the December meeting and so could not vote.

Public Comments: None

Old Business:

- a. **Discussion of accounting software program:** Austin Jaynes absent, and Carolyn Watson stated that they are looking at an upgrade for Skyward. Still in preliminary stages.
- b. **Policy for Hiring/Firing Financial Director:** Deferred until February meeting due to Attorney Hardin’s absence.

New Business:

1. **Recent Bids:** The bids for the fencing project at Little Milligan have been received and the bid award will be made soon. The communication project bids are due in March.
2. **Discussion with Sheriff Lunceford:** Sheriff Lunceford not present. Chairman Johnson updated everyone of the situation and stated he would update the commissioners. Brad suggested keeping this item on the agenda until after the auditors complete the audit and see what is presented as findings. Ginger made a motion to have Attorney Harding to petition the Treasury Department and the State Attorney General to get their guidance on the validity of the compliance question at hand. Mark Tester seconded the motion. Motion carried. Chairman Johnson asked for this to be placed in Old Business for the February meeting.
3. **Hunter Elementary Renovation Project:** After some discussion on possible financing options for the project Chairman Johnson stated that the Finance committee needs more information from the school board. Funding was set aside from the ESSER 3.0 grant and the School Board is expected to allocate additional funds and has an expectation that the county will contribute as well, and that possibly a bond would be secured.
4. **Carter County Capital Outlay Note for purchase of three (3) Landfill vehicles:** Landfill to borrow \$502,000 from the General Debt Fund for the purchase and they will pay back the principal over three years

at zero interest. Motion made by Mark Tester to approve the Resolution and Capital Asset Note, seconded by Mayor Woodby. Roll was called, motion passed. This will now be presented to the Budget Committee, then for approval by the Commission next week.

- 5. Finance Department Training Budget:** Austin Jaynes stated that there needs to funds allocated for training for the Finance Department employees. A policy for employees will be developed which requires an employee to pay back the training expense if employment ends prior to completing the training. In the past employees have been sent to training classes and then took jobs at another company. Carolyn stated that she has developed a plan for training management personnel in the next two years, and offering other types of training to other employees within the office. Attorney Hardin would have to draw up documents for the legal recourse regarding repayment of training expenses. Austin Jaynes suggested that \$7,500 be allocated for this year. Motion made by Ginger Holdren to appropriate the \$7,500 training budget for 2 finance employees to attend the training they need this year. Second by Mayor Woodby. A discussion followed, with Mayor Woodby stating that the state will reimburse the expense for travel and training, but the expense is incurred initially by the county. Motion passed. The request will be presented to the Budget Committee for approval.
- 6. Application for credit for Highway Dept.:** The Highway Department requested a \$5,000 credit limit at Fisher Auto Parts. Motion made by Austin Jaynes to allow a \$5,000.00 credit line to be established, second by Mayor Woodby. Roll was called. Approved.
- 7. Financial Director Update:** Carolyn introduced Teresa Montgomery, Senior Accountant and said Jerry Andrieszyn was hired as the second Deputy Director. Audra will be the Deputy Director with a focus on schools and Jerry will be for the Deputy Director for the county, even though their jobs will sometimes be combined. She stated the budget process is going well and all schedules are out to each department. The goal is to have the budget reviewed and adopted at the June Commission meeting. She stated that 75% of the outside agencies have turned in their information. She said plans are to contact those who have not turned in their information this week. Office holders were told that they would need to request merit raises and that cost-of-living increases are not in the budgets and will be added as the commission passes those. She has asked everyone to stay within their current budgets. Ginger Holdren stated that she would like to make it where the departments must turn in a list of their employees with their budgets, or their budget doesn't get submitted for approval. Carolyn Watson informed the committee that she hasn't found any policies concerning employee bonuses. She stated that she has written a draft policy and will have it reviewed by legal counsel, after which will send it to the finance committee.

The Chamber of Commerce contract renewal will be coming up in March 2022. Austin Jaynes stated that the hotel/motel tax comes to the county and is to be spent on tourism expenses but funds must go through a non-profit. She stated that the Park & Rec needs to be setup a county department with a budget and someone to work in that department. Commissioner Aaron Frazier is determining on how this could work.

ARPA Funds Update: There was a new update that was sent out on Friday on how these monies could be spent. She said as soon as all the information was reviewed, she would give an update. Chairman Johnson stated that there needs to be a priority list of how these funds are spent and that one needed to be completed before further projects are considered. Everyone agreed that the Communications projects should be at the top of the list with the Utility projects second. First Tn. Development needs to approve how monies are spent. If funds are misused, it must be repaid to the Treasury Department. Ginger Holdren made a motion that the Health and Welfare Committee should come up with the priority list and then send it to the Finance Committee, which would send to Budget and then on to the commission. Projects would be reviewed against the priorities, and sent through these committees for review and approval. Mayor Woodby seconded the motion. Roll was called. Motion Carried.
- 8. Mayor Woodby Update:** Mayor Woodby stated that she had forwarded all of the information on ARPA funds to commissioners. Chairman Johnson asked Mayor Woodby to get access for all commissioners to

the courtroom. Due to Covid, he would like to have the option of having meetings there. Mayor Woodby also received an email from the state that the signs for the Tweetsie Trail had been approved.

9. Superintendent of Roads Roger Colbaugh Update: Absent

10. Jan Back Schools Update: No update at this time.

11. Ginger Holdren: Ginger Holdren asked if all on the non-profits had been registered through the State.

Carolyn stated that most of them had registered, and some have new people and are struggling to get registered, and she is working with them. Ms. Holdren also stated that she wants it on record that Sheriff Lunceford has not been to the meetings he has been requested to attend and that is not reasonable. She also stated that she would like for Dr. McAbee to be present for the monthly meetings. She said she would like to thank the Finance Director and the employees in the Finance Department for their service.

12. Austin Jaynes – Austin stated that in the December ARPA update that the new match for Carter County for the water utility is now 80/20 instead of the 70/30 that was first sent out.

13. Vice Chairman Mark Tester – Nothing to report.

14. Chairman Brad Johnson– Brad also extended his appreciation to the Finance Department.

15. Motion to adjourn: Made by Austin Jaynes and seconded by Ginger Holdren. All approved.

Respectfully Submitted to File:

Suzanne Archer, Finance Department

Audra Gerty, Deputy Finance Director

Brad Johnson, Chairman - Approved for File