

## FINANCIAL MANAGEMENT COMMITTEE

May 2, 2022

8:30 am

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**PRESENT:** Chairman Brad Johnson, Commissioner Ginger Holdren, Commissioner Austin Jaynes, Superintendent Roger Colbaugh, Vice-Chairman Mark Tester, Mayor Patty Woodby and Mark Revis for Dr. Tracy McAbee

**ABSENT:** None

The meeting was called to order by Chairman Johnson at 8:30 a.m. and the roll was called. Quorum present.

**ATTENDING:** Finance Director Carolyn Watson, Deputy Director Audra Gerty, Deputy Director Jerry Andrieszyn, Teresa Montgomery, County Attorney Josh Hardin, Ivan Sanders.

Chairman Johnson asked if any items on the agenda could be deferred to the June meeting because he was putting a time limit on the meeting and would dismiss at 10:30 a.m. All important items will be moved to the top of the agenda.

**Addition to Agenda:** None

**Adopt Agenda:** Motion was made to adopt agenda by Commissioner Holdren, second by Commissioner Jaynes. Motion passed.

**Approval of Minutes:** Commissioner Holdren made a motion to approve the minutes. Second by Vice-chairman Tester. Motion carried. Commissioner Jaynes thanked the finance department for doing a good job compiling the minutes for each meeting.

**Public Comments:** Chairman Johnson welcomed Ivan Sanders to the meeting. No comments.

### **Old Business:**

- a) **Review and approve Carter County employee bonus policy.** Commissioner Holdren made the motion to approve the policy. Mayor Woodby seconded the motion. Attorney Hardin stated if the commission approves the policy, it would be what the finance department would use to administer and to pay bonuses. Motion carried.
- b) **Revision to Purchasing Policy.** Finance Director Watson stated that it didn't make sense to pay an outside agency to complete an RFP if one had already been written and was in use. Vice-Chairman Tester made a motion to accept the policy with the correction and Superintendent Colbaugh seconded the motion. Roll was called. Motion carried.
- c) **Discussion of Skyward software upgrade.** Finance Director Watson stated the upgrade will not be available until later this year. She suggested that if we decide to purchase the upgrade that we should wait until January 2023 to go online. She said she would like to go with the new upgrade if the committee would approve it. Chairman Johnson asked if the time-keeping system from the sheriff's office would be compatible with this system. Director Watson stated according to Skyward it should integrate and the sheriff's office stated that it would not. She said she would be working with Skyward after budgets are completed and should have more information at the next meeting.
- d) **Discussion of resolution #688 dated January 2018 regarding allocation of unassigned fund balance.** Finance Director Watson stated that the auditors suggested that the first paragraph of the resolution be taken out or have a cap on the amount. Attorney Hardin said he thought the policy is fine the way it is. Chairman Johnson asked that the auditors be contacted and to clarify what they want in the policy. Director Watson

stated that the second paragraph could be revised and that a portion of the funds could be set aside and earmarked for employee raises. The matter will be discussed again in June.

- e) **Review and discussion of 2021-22 audit report findings and response.** Financial Director Watson went over the corrective action plans. She stated that county officials were not paid in compliance with the state statute and the auditors said all other office holders needed to be paid the same amount of the overpayment. Commissioner Holdren asked to have this situation looked at and then go back and check the commission minutes regarding this matter. Additional information will be provided in June.

**New Business:**

- a) **Recent Bids:** Deputy Director Gerty went over the bid report. The Finance Department Renovation project was discussed, and Mayor Woodby stated the lowest bid was with Construction Partners, LLC and the project will now go to the Building & Grounds Committee. The Communications Project Bid was discussed, and Chairman Johnson stated that there will be a meeting on Friday, May 5<sup>th</sup> to discuss this project. Hunter Elementary Renovation Bid due date was extended as there were no bids received.
- b) **Credit Application for Highway Department-** Superintendent Colbaugh stated the application was for Happy Valley Ford, which was formerly Grindstaff Ford. Vice-Chairman Tester made the motion to allow the Highway Department to proceed with the new credit application. Commissioner Holdren seconded the motion. Roll was called, motion passed.
- c) **Review of Carter County Employee Handbook V11 2022.** Attorney Hardin stated the handbook has been updated to include all policies. Commissioner Holdren made the motion to accept the updated handbook. Mayor Woodby seconded the motion. Motion passed.
- d) **Director of Finance Carolyn Watson:** Director Watson discussed the changes that could be made to the Budget Amendment Policy. Motion was made by Vice-Chairman Tester to leave the policy as-is. Commissioner Holdren seconded the motion. Roll was called – 4 Yes and 1 No with Commissioner Jaynes abstaining. Motion carried to keep the old policy. Director Watson stated that all of the budgets have been completed except for the sheriff's office. The next budget meeting is scheduled for May 9<sup>th</sup>. She stated the Health and Welfare Committee will be meeting on Thursday, May 5<sup>th</sup> to prioritize the projects requesting ARPA funds. Director Watson the told the committee that a notice will be sent out to all departments and office holders regarding the deadlines for purchase orders and details concerning the year-end close. She also informed the committee that Deputy Director Andrieszyn has submitted his resignation and she would need to hire a new Deputy Director.
- e) **Mayor Woodby Update:** Mayor Woodby stated that she had received many emails congratulating Carter County on the approval of the Vocational Center and that it may be ready in about one and a half years.
- f) **Superintendent of Roads Roger Colbaugh Update:** Superintendent Colbaugh gave an update on the Blevins Hollow Bridge project, with the official bid to be open on May 7<sup>th</sup>.
- g) **Mark Revis Schools Update:** None
- h) **Commissioner Ginger Holdren:** Commissioner Holdren stated she is concerned about the communications towers because it was stated the EMS would charge the county for the use of the tower.
- i) **Commissioner Austin Jaynes:** None
- j) **Vice Chairman Mark Tester:** None
- k) **Chairman Brad Johnson –** Chairman Johnson thanked the everyone for their participation and hard work.
- l) **Motion to adjourn:** Made by Commissioner Jaynes and seconded by Mayor Woodby. Motion passed.

Respectfully Submitted to File:

Suzanne Archer, Finance Department

Audra Gerty, Deputy Finance Director

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Brad Johnson, Chairman - Approved for File