

FINANCIAL MANAGEMENT COMMITTEE

Minutes for April 26, 2022

Bedford County Business Complex 4:15 PM

Present –Mayor Chad Graham, Dr. Tammy Garrett, Tony Smith, Janice Brothers, Linda Yockey, Don Gallagher, and Ex-Officio, Robert Daniel

Others –Commissioner Sylvia Pinson; Human Resources Director Shanna Boyette; Carol Roberts, Archives; Solid Waste Director Diane Forbes; EMS Director Ted Cox; EMS Assistant Director Brett Young; Josh Taylor, EMA; Assistant Fire Chief Brian Cantrell; John Carney, GIS/Public Relations; Deputy Director of Finance Lori Schuler, Kelley Hall, Scott Vicary, David Trisdale

1. **Call Meeting to Order** – Mayor Graham
2. **Roll Call**
3. **Prayer** – Don Gallagher
4. **Approval of Minutes for March 22, 2022 Financial Management Committee** – Motion made to approve, (Brothers, Yockey) unanimous.
5. **New Business-**

A. Solid Waste – Director Diane Forbes stated in her April report she has worked on the following:

- The Annual Progress Report is complete.
- Environment Week was successful with about 1,200 children attending.
- We have about six inmates a day right now to help clean up county roads.
- Will be changing old security lights to LED bulbs to help with safety issues.
- March landfill charges were 1119.92 tons -- \$37,069.36

B. Human Resources – HR Director Shanna Boyette stated in her April report she has worked on the following:

New Hires:	March 2022	8
	Full time	6
	Part-time	2

Terminated:	March 2022	2
	Full time	0
	Part-time	1

Resigned:	March 2022	6
	Full time	6
	Part-time	0

Retirement:	March 2022	0
	Full time	0
	Part time	0

Rehired:	March 2022	3
	Full time	2
	Part time	1

Ongoing Human Resource Projects:

- Scheduling interviews for applicants upon request
- Onboarding of new employees
- Background checks
- Conducted personnel meetings upon request
- Creation of job templates and requisition for job postings
- Updating job descriptions for various departments
- Tracking FMLA requests-ongoing
- ADA Transition Plan review-ongoing
- Processing workers comp claims
- Scheduled and planning of Safety Meeting-Topic: Workers Compensation
- Planning for upcoming Job Fair
- Processing FMLA applications
- Grant research opportunities for various departments
- Continued daily assistance and support to all departments as needed on HR matters and inquires

Job Postings: The County has posted the following job openings:

- Paramedic
- AEMT
- EMT
- Corrections Officer
- Bedford County Health Dept. Social Counselor
- Bedford County Health Dept. Office Assistant
- Firefighter
- Part-Time Administrative Clerk Finance Department
- Building & Codes Inspector
- Accounts payable clerk
- CDL Driver
- Skilled Laborer
- Litter Guard
- Youth Services Officer/Probation Officer
- Probation Office Assistant/Court Liaison
- Sheriff's Department Deputy

C. Archives – Carol Roberts wasn't present but submitted her month end March report:**Visitor/Requests: 5**

- 5 TN residents (2 visits, 2 emails, 1 call)

Permanent Records Work:

- Hospital Records review is complete. Condensed about 500 boxes of records down to 100 boxes.
- Sheriff's Records review is ongoing.

Temporary Records Disposed of:

- 60 cubic feet

Miscellaneous Projects:

- Presentation to Beta Sigma Phi about the renovations and history of the Courthouse and the fundamentals of the Archives and Records program.
- Presentation to the Moore County Historical Society.
- Nicole Davis attended the two-day TN Archives Institute at TN State Library and Archives.

D. Architect – Courthouse renovation progress is on schedule. They should begin the floors next week. Groundbreaking for Community Wing is June 21st.

E. Monthly Reports – Compared to same time last year, total collections for:

- Property Tax collections, ahead \$706,962.13
 - Prior Year Property Tax Collections, ahead \$351,860.09
 - Circuit Court/Clerk & Master Collections, less \$23,782.80
 - Sales Tax Collections, ahead \$1,000,927.54
 - Mineral Severance Tax Collections, less \$501.52
 - Juvenile Detention report reflects a projected loss of \$177,795.76
 - Traffic School report reflects a projected profit of \$46,463.79
 - Analysis report expenditures average was 75%.
- Year to Date Average for: Travel – 64.76%, Utilities – 60.94%, Natural Gas – 84.32%, Food Supplies – 85.59%, Maintenance of Vehicles – 86.70%, Diesel – 87.31%, Gasoline – 64.63%, Legal Services – 31.27%.

F. Other Monthly Reports-Ted Cox presented his April report.

EMS Report – Financial report for April states budget is currently at 70.82%. Based on 8.33% per month, the average is 75%. Fiscal Billing vs. Collections Percentage is 57%. Call service for March was 615; average emergency response times were 5:26 minutes in the city and 11:10 in the county. Motion made to approve, (Brothers, Smith), unanimous

G. Quarterly Financials –Motion made to send to commission, (Yockey, Gallagher), unanimous

H. Surplus Property- Board of Education-Motion made to send to commission, (Brothers, Gallagher), unanimous

I. Surplus Property-County-Motion made to send to commission, (Yockey, Brothers), unanimous

- 6. Other Business**-Resolution- County Radio System-ARP Funds-\$5.2 million-will allow us to be on State System TACN and interoperability with other agencies on this State System. Motion made to send to commission, (Yockey, Gallagher), unanimous
- Union Ridge water project- Need a letter from the Mayor to divert CDBG funds from the county for the water line project. Motion made to send to commission, (Gallagher, Yockey), unanimous
- 7. Announcements**-Early voting ends Thursday, April 28th. Primary election is May 3rd.
- 8. Adjourned**-4:53