

FINANCIAL MANAGEMENT COMMITTEE

Minutes for February 22, 2022

Bedford County Business Complex 4:15 PM

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

Others –Commissioner Greg Vick; Commissioner Sylvia Pinson; Human Resources Director Shanna Boyette; Solid Waste Director Diane Forbes; Carol Roberts, Archives; EMS Assistant Director Brett Young; John Carney, GIS/Public Relations; Deputy Director of Finance Lori Schuler, Kelley Hall, Scott Vicary

1. **Call Meeting to Order** – Mayor Graham
2. **Roll Call**
3. **Prayer** – Tony Smith
4. **Approval of Minutes for January 25, 2022 Financial Management Committee** – Motion made to approve, (Yockey, Brothers) unanimous.
5. **New Business-**

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

- Centers were closed Monday, February 21st for President’s Day.
- The new compactors at Unionville are saving several trips to the landfill because they are able to take furniture.
- The Mayor of Rutherford County, his assistant, and the new Solid Waste Director met on February 8th with Mayor Graham, Mark Clanton and Diane to tour the El Bethel Convenience Center. They are upgrading two centers and adding two centers and were very impressed with how the center was laid out and the new compactors, which they ordered four of the next day. They were also impressed with our automatic trucks, and drivers having routes instead of being dispatched.
- Annual Progress Reports have started coming in and will be updating that information daily.
- January landfill charges were 976.87 tons -- \$32,334.40

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

New Hires:	January 2022	8
	Full time	6
	Part-time	2
Terminated:	January 2022	0
	Full time	0
	Part-time	0
Resigned:	January 2022	8
	Full time	7
	Part-time	1
Retirement:	January 2022	0
	Full time	0
	Part time	0
Re-hired:	January 2022	1
	Full time	0
	Part time	1

Ongoing Human Resource Projects:

- Scheduling interviews for applicants upon request
- Onboarding of new employees
- Background checks
- Ethics policy update
- Conducted personnel meetings upon request
- Creation of job templates and requisition for job postings-78% complete
- Updating job descriptions for various departments
- Tracking FMLA requests-ongoing
- ADA Transition Plan review-ongoing
- Research on federal and state level for COVID-19
- Processing workers comp claims
- 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
- Dispatcher
- Accounts payable clerk

C. Archives – Carol Roberts submitted her month end January report:

Visitor/Requests: 11

- 11 TN residents (2 visits, 7 emails, 2 calls)

Temporary Records Disposed of:

- 30 cubic feet

New Record Center Activities:

- Quotes on HVAC repairs are underway.

Miscellaneous Projects:

- Public Records Committee met January 24th to review ongoing projects. Discussion of rules and retention schedules for Sheriff's records were covered. Review and plan of Sheriff's Records RDA project was approved.

D. Architect – Courthouse renovation progress is on schedule. Community wing projected groundbreaking for the end of June, beginning of July, with plans to open in August of 2023. Kline Sweeney is working on plans for new elementary school which is projected to open August 2024.

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

- Property Tax collections, ahead \$1,089,104.64
- Prior Year Property Tax Collections, ahead \$198,233.95

- Circuit Court/Clerk & Master Collections, less \$20,969.57
 - Sales Tax Collections, ahead \$895,313.71
 - Mineral Severance Tax Collections, less \$501.25
 - Juvenile Detention report reflects a projected loss of \$157,919.55
 - Traffic School report reflects a projected profit of \$68,234.28
 - Analysis report expenditures average was 58.33%.
- Year to Date Average for: Travel – 52.57%, Utilities – 47.72%, Natural Gas – 65.44%, Food Supplies – 69.64%, Maintenance of Vehicles – 70.82%, Diesel – 80.44%, Gasoline – 53.12%, Legal Services – 29.41%.

F. Other Monthly Reports-Brett Young presented his February report.

EMS Report – Financial report for February states budget is currently at 48.75%. Based on 8.33% per month, the average is 50%. Fiscal Billing vs. Collections Percentage is 58%. Call service for January was 685; average emergency response times were 5:40 minutes in the city and 11:38 in the county. Motion made to approve, (Brothers, Smith), unanimous

G. BCEMS Write-offs -Motion made to send to commission, (Yockey, Gallagher), unanimous

H. Budget Amendment No.2-Board of Education- Motion made to send to commission, (Brothers, Gallagher), unanimous

I. Budget Amendment No.3-County-Motion made to send to commission, (Smith, Brothers), unanimous

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

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

6. Other Business-Resolution 22-15-United Communications Broadband Grant-Motion made to send to commission (Gallagher, Yockey), unanimous

7. Announcements-Commissioner Gallagher gave an update to the Union Ridge Water Line Project.

8. Adjourned-