

FINANCIAL MANAGEMENT COMMITTEE

Minutes for January 25, 2022

Bedford County Business Complex 4:15 PM

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

Others –Commissioner Greg Vick; Sylvia Pinson; Human Resources Director Shanna Boyette; Solid Waste Director Diane Forbes; Register of Deeds Johnny Reed; IT Director Josh Carney; Jada Curry IT; Tammy Anderson, EMA; Carol Roberts, Archives; EMS Director Ted Cox; EMS Assistant Director Brett Young; Zoey Haggard Times Gazette reporter; Deputy Director of Finance Lori Schuler, Kelley Hall

1. Call Meeting to Order – Tony Smith

2. Prayer – Don Gallagher

Election of Committee Chair and Co-Chair-Motion- made by Gallagher for no change in officers-Motion approved

3. Approval of Minutes for December 21, 2021 Financial Management Committee – Motion made to approve, (Yockey, Brothers) unanimous.

4. Old Business

5. New Business-

A. Solid Waste – Director Diane Forbes sent her January report stating she has worked on the following:

- Centers were closed Monday, January 17th for Martin Luther King Day.
- The new compactors are in at the Unionville Convenience Centers as well as 10 new compactor boxes and an awning.
- Annual Progress Report training was held virtually on January 19th..
- December landfill charges were 909.7 tons -- \$30,111.07

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

New Hires:	December 2021	3
	Full time	1
	Part-time	2
Terminated:	December 2021	0
	Full time	0
	Part-time	0
Resigned:	December 2021	4
	Full time	4
	Part-time	0
Retirement:	December 2021	2
	Full time	2
	Part time	0
Re-hired:	December 2021	2
	Full time	2
	Part time	0

Ongoing Human Resource Projects:

- Scheduling On-site Annual Training
- Conducting On-site Annual Training
- Completion of departmental personnel policy
- Assisting with W-2 sorting and distribution of W-2's
- Coordination with EMA for cleaning supplies to departments
- Submittal of Federal EEO4 report
- Scheduling interview 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
- 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
- Completion of requested Title VI surveys for Bedford County
- Research and updates to current reimbursement of training policies.

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
- Zoning Officer/Deputy Planner
- Building inspector
- Front Desk Receptionist Building & Codes
- Sheriff's Deputy
- Dispatcher
- Accounts payable clerk

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

Visitor/Requests: 4

- 3 TN residents (3 visits)
- 1 Out of State (1 visit)

Temporary Records Disposed of:

- 50 cubic feet (Shred-it hasn't been picking up as consistently as they have in the past)

New Record Center Activities:

- Electrical and plumbing work and review is ongoing. One electrical circuit was repaired.
- One HVAC air conditioning unit is functioning; one still needs repairs or possible replacement.

Miscellaneous Projects:

- Several tours of renovations and preservation and ongoing courthouse work have been provided.

D. Architect – Courthouse renovation progress in on schedule.

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

- Property Tax collections, ahead \$860,733.71
- Prior Year Property Tax Collections, ahead \$44,012.73
- Circuit Court/Clerk & Master Collections, less \$22,039.99
- Sales Tax Collections, more \$690,307.46
- Mineral Severance Tax Collections, less \$5,981.05
- Juvenile Detention report reflects a projected loss of \$222,616.74
- Traffic School report reflects a projected profit of \$69,682.36
- Analysis report expenditures average for November was 50%.

Year to Date Average for: Travel – 41.13%, Utilities – 41.74%, Natural Gas – 34.95%, Food Supplies – 54.25%, Maintenance of Vehicles – 62.56%, Diesel – 57.48%, Gasoline –46.16%, Legal Services – 18.98%.

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

EMS Report – Financial report for January states budget is currently at 48.75%. Based on 8.33% per month, the average is 50%. Fiscal Billing vs. Collections Percentage is 61%. Call service for December was 665; average emergency response times were 5:28 minutes in the city and 11:02 in the county. Motion made to approve, (Gallagher, Brothers), unanimous

G. Quarterly Financials -Motion made to send to commission, (Gallagher, Brothers), unanimous

H. Surplus Property-Board of Education- Motion made to send full list to commission, (Yockey, Garrett), unanimous

I. Land Lease Bid-Board of Education-Motion made to send to commission, (Yockey, Brothers), unanimous

J. Resolution 22-11, Resolution for USDA Rural Development for Rural Business Development Grant for LED lighting and stand-alone restrooms at the AG Center-Motion made to send to commission, (Yockey, Garrett), unanimous

H. Register of Deeds-Proposal for scanning records-will be discussed at budget hearings

6. Other Business

7. Announcements-Budget requests will be sent out to departments soon to prepare for budget hearings.

8. Adjourned-4:43