

FINANCIAL MANAGEMENT COMMITTEE

Minutes for March 22, 2022

Bedford County Business Complex 4:15 PM

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

Others –Commissioner Greg Vick; Commissioner Sylvia Pinson; Human Resources Director Shanna Boyette; Solid Waste Director Diane Forbes; EMS Assistant Director Brett Young; John Carney, GIS/Public Relations; Zoey Haggard Times Gazette Reporter; Deputy Director of Finance Lori Schuler, Kelley Hall, Scott & Cathy Vicary

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

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

- Still working on the Annual Progress Report. Tyson and Kroger have not turned in their tonnage.
- People continue to throw out tires even with tire disposal available.
- Inmates are able to get back out to start picking up trash on the roads.
- Environment Week is scheduled for April 5-7th for elementary school kids at the AG center. This event was postponed for two years due to Covid. The event as well as the bus transportation for the students is paid for through a litter grant.
- February landfill charges were 855.01 tons -- \$28,300.84

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

New Hires:	February 2022	5
	Full time	4
	Part-time	1
Terminated:	February 2022	2
	Full time	0
	Part-time	2
Resigned:	February 2022	5
	Full time	4
	Part-time	1
Retirement:	February 2022	1
	Full time	1
	Part time	0
Deceased:	February 2022	2
	Full time	1
	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
- Updating job descriptions for various departments
- Tracking FMLA requests-ongoing
- ADA Transition Plan review-ongoing
- 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
- Accounts payable clerk
- Trustee's Office Deputy Clerk III
- CDL Driver
- EMT Trainee-27 applications turned in
- Sheriff's Department Deputy

C. Archives – Carol Roberts wasn't present but submitted her month end February report:

Visitor/Requests: 11

- 8 TN residents (2 visits, 2 emails, 4 calls)
- 3 Out of State (2 visits, 1 email) guests arrived from Kansas and Alabaman

Temporary Records Disposed of:

- 30 cubic feet

New Record Center Activities:

- Quotes on HVAC repairs are underway.

Miscellaneous Projects:

- Organizing a generous donation of research subject files.
- Presented a brief program to Methodist Ladies Circle on Courthouse history renovations and archives.

D. Architect – Courthouse renovation progress in on schedule. It may be operational by April 15th. They are in the design phase with Community wing and the new elementary school.

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

- Property Tax collections, ahead \$798,285.19
- Prior Year Property Tax Collections, ahead \$389,963.22
- Circuit Court/Clerk & Master Collections, less \$23,782.80

- Sales Tax Collections, ahead \$950,531.10
- Mineral Severance Tax Collections, less \$501.25
- Juvenile Detention report reflects a projected loss of \$175,901.54
- Traffic School report reflects a projected profit of \$46,044.85
- Analysis report expenditures average was 66.67%.

Year to Date Average for: Travel – 56.87%, Utilities – 53.24%, Natural Gas – 74.74%, Food Supplies – 75.79%, Maintenance of Vehicles – 73.15%, Diesel – 82.35%, Gasoline –60.62%, Legal Services – 30.24%.

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

EMS Report – Financial report for March states budget is currently at 64.12%. Based on 8.33% per month, the average is 66.67%. Fiscal Billing vs. Collections Percentage is 58%. Call service for February was 593; average emergency response times were 5:30 minutes in the city and 10:00 in the county. Motion made to approve, (Gallagher, Brothers), unanimous

G. United Communications –Renewal of Tower Lease Agreement-5 year lease-Motion made to send to commission, (Yockey, Gallagher), unanimous

H. Agreement between Columbia State Community College and BCEMS- Motion made to send to commission, (Yockey, Brothers), unanimous

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

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

K. Resolution for Transfer of Funds-Board of Education- Motion made to send to commission, (Yockey, Gallagher), unanimous

L. Resolution 22-19- ARP Fund for TDEC- Motion made to send to commission, (Yockey, Smith), unanimous

M. Resolution 22-__ -ARP Fund for water to Union Ridge- Motion made to send to commission, (Gallagher, Smith), unanimous

6. Other Business-Budget hearings April 12th 10:00 and 1:00

7. Announcements-Normandy Chili Supper 1st Saturday in April @ 4:00

8. Adjourned-4:46