

FINANCIAL MANAGEMENT COMMITTEE

July 10, 2013

8:30 am

APPROVED

PRESENT: Jo Ann Blankenship, Tom Bowers, Jack Perkins, Russell Kyte, Pat Hicks, Mayor Leon Humphrey and Dr. Kevin Ward.

The meeting was called to order by Jo Ann Blankenship.

Quorum present.

Motion made by Mayor Humphrey second by Jack Perkins, to approve the agenda. Motion carried.

Motion made by Tom Bowers second by Mayor Humphrey to approve the June 12, 2013 minutes. Motion carried.

Old Business

• **Accounting Software RFP Updates:** Finance Director Ingrid Deloach presented updated proposals from Skyward and Business Information Systems. Skyward guaranteed their pricing through the end of July 2013. Skyward also included pricing for their time management system. Total cost for Skyward is \$ 212,062 with \$21,248 being the cost of time management. Skyward will have an annual maintenance fee of \$23,354 with \$4,090 for the maintenance of a time management system. Ingrid Deloach noted that Skyward's time management system does not require time clocks however if time clocks are purchased it will be at an additional expense.

Business Information Systems was asked to include pricing for employee portal, fixed assets, disaster recovery and vehicle management. Total cost of BIS software is \$158,210 for the first year with an annual maintenance fee of \$23,600. Ingrid Deloach said she feels data conversion will be very labor intensive for her office to convert to BIS. Ingrid Deloach said both Skyward and BIS seem to be good systems, however Skyward seems to be much more user friendly. She noted Skyward has experience converting from Bridge. Mrs. Deloach said her main concern with BIS is they currently do not provide accounting software for any Finance Department. She also has concerns with the fact that updates are not included in the purchase price. Skyward does include updates with the purchase of the system. Time management and time clocks were discussed by the committee. Mayor Humphrey asked how much of the cost the Finance Department could pay out of its budget. Ingrid Deloach said she will have to buy approximately \$8,000 in software and hardware to make the system compatible which will be paid out of the Finance Department's budget. The Finance Department's budget has been cut by almost \$20,000 for the current fiscal year. As a result Mrs. Deloach feels she could pay for the annual maintenance but could not absorb the initial purchase cost. Jack Perkins stated he is against a time clock. Mayor Humphrey said it would be up to each officeholder to do what they choose with regard to time clocks.

Motion was made by Mayor Humphrey with a second from Russell Kyte to enter into the purchase of Skyward as submitted with all the software modules included. A voice roll call was as follows:

Russell Kyte	Aye	Tom Bowers	No
Mayor Humphrey	Aye	Pat Hicks	Aye
Jack Perkins	No	Jo Ann Blankenship	Aye
Dr. Ward	No		

Four ayes, three no. Motion carried.

Dr. Ward stated the main reason he voted no is he has not had time to talk about this with the School Board. Russell Kyte said he is in favor of Skyward because he trusts Ingrid's opinion. Tom Bowers said he is in favor of purchasing Skyward but it is a waste of money to purchase a time management system when officeholders have said they will not use it. Jack Perkins said he is also in favor of Skyward software but he does not want a time management system. Mayor Humphrey asked when the Finance Department would actually start running Skyward software. Ingrid Deloach said she thinks it would be July 1, 2014. She explained the Finance Department would either convert on January 1 or July 1 and she feels the process would be too rushed to go live on Skyward January 1, 2014. She also informed the committee if a time management system is used even by one employee then payroll will have to be lagged for the entire county side. Jo Ann Blankenship clarified that the Mayor's motion was only for the Skyward proposal and did not include anything for purchase of time clocks.

New Business

- **2013-2014 Proposed Budgets:** Property Assessor Ronnie Taylor and County Trustee Randal Lewis discussed their concerns with the proposed cuts to their budgets for fiscal year 2013-2014.
- **Recent Bids:** Finance Director Ingrid Deloach reviewed a list of recent bids.
- **County General Update:** No report.
- **County Highway Department Update:** Jack Perkins said he got a quote from NRCS for Brown's Branch. The Highway Department is still waiting to get easements for land usage.
- **County School Department Update:** Dr. Ward said he will discuss the purchase of Skyward with the School Board.
- **Tom Bowers:** No report.
- **Pat Hicks:** No report.
- **Russell Kyte:** Mr. Kyte thanked Ingrid Deloach for her work.
- **Public Comments:** No public comments were made.

Respectfully submitted,

Christa Byrd

APPROVED



Jo Ann Blankenship, Approved for File