

FINANCIAL MANAGEMENT COMMITTEE
November 6, 2013
8:30 am

1-8-14
APPROVED

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

The meeting was called to order by Jo Ann Blankenship.

Quorum present.

Motion was made by Pat Hicks with a second by Mayor Humphrey to approve the agenda. Motion carried.

Motion was made by Mayor Humphrey with a second by Tom Bowers to approve the October 2, 2013 minutes. Motion carried.

Old Business

- **Skyward Software Update:** Finance Director Ingrid Deloach said she has purchased a new server to run Skyward software. She said her current server could not run Bridge software and the new Skyward software at the same time. Skyward will be installing training software next week. Mrs. Deloach said Saratoga has provided a quote for conversion cost which was not feasible.
- **Circuit Court Audit Update:** Lisa Light said in July a State Auditor made her aware that the software, Icon, was not accurately reflecting undisbursed funds. Jo Ann Blankenship advised she has contacted three former Circuit Court Clerk employees to see if they would be interested in working to resolve the issue. Ms. Blankenship said all three employees told her they had been out of the system too long.

New Business

- **Landfill Update:** Landfill Director Benny Lyons said there was a break-in at the Landfill in September. He said the safe was stolen which contained \$1,305.04. Mr. Lyons said a deposit of \$9,677 had been made earlier the same day as the robbery. Steps have been taken to make it harder to break into the Landfill. Mr. Lyons said deposits are now being made daily and the amount of cash kept overnight has been reduced. Joel Street went over the Landfill's Mission Statement and five year plan. Benny Lyons presented a recycling report for 2010-2013. Mr. Lyons stated the amount of mixed paper and cardboard being recycled has increased dramatically in 2013 due to the dumpsters being placed at the schools.
- **Policy Updates- Travel and Purchasing:** Ingrid Deloach presented the purposed changes to the Travel Policy and Purchasing Policy. Dr. Ward stated the School Department created their own Travel Policy which does not coincide with Financial Management's Policy. The major purposed change is the addition of section P Granting of Variances which gives any elected official, department head or the Director of Schools the authority to grant variances to the travel guidelines on a case by case basis within their department. Dr. Ward said the purposed change is a result of School Officials going on official travel and not feeling comfortable sharing a hotel room due to medical issues. Pat Hicks stated he understands the purposed changes were made after consulting the School Board's Attorney and the County Attorney. Mrs. Deloach stated there was a meeting between herself, Ms. Blankenship, Dr. Ward and both Attorneys to discuss Travel Policy. Pat Hicks asked if the School Board is comfortable with the purposed changes. Dr. Ward said the purposed changes incorporate the School Board's existing policy.

Motion to approve the Travel Policy changes as presented was made by Pat Hicks with a second by Russell Kyte. Motion carried.

Finance Director Ingrid Deloach said currently the Purchasing Policy says if anything is purchased over \$1,000 three quotes should be obtained. Mrs. Deloach asked the committee to change the policy to state quotes are needed for purchases of \$2,500 or more. She stated since the Purchasing Policy was created the bid limit has been increased but the purchase price at which quotes are required has not changed.

Motion was made by Pat Hicks with a second from Jack Perkins to amend the Purchasing Policy to state "It is recommended where practical to receive 3 quotes for items over \$2,500". Motion carried.

- **Recent Bids:** Finance Director Ingrid Deloach reviewed a list of recent bids.
- **County General Update:** Mayor Humphrey stated he is working on replacing the windows in the courthouse. He is looking into two grants to help with the purchase of the windows. Mayor Humphrey also discussed replacing all window air conditioning units with an HVAC system. Replacement windows will have to be approved by the Historic Commission.
- **County Highway Department Update:** Jack Perkins thanked Finance Director Ingrid Deloach for placing Highway Department equipment for sale online. Mr. Perkins also said his employees are getting the trucks ready for winter today. Work on Coney Island and Ralph Hathaway is complete.
- **County School Department Update:** Dr. Ward stated the School Department is looking for new student management software. Skyward is one of the five vendors that have been approved by the State. Dr. Ward discussed differentiated pay for teachers. Jo Ann Blankenship asked if the security fencing has been completed at all the high schools. Dr. Ward said fencing is complete at Hampton High and Cloudland High, work at Unaka High is almost complete and work is in the beginning phases at Happy Valley High.
- **Tom Bowers:** Commission Meeting will be November 18, 2013.
- **Pat Hicks:** No report.
- **Russell Kyte:** Mr. Kyte thanked Dr. Ward for dismissing Hampton Elementary for the funeral of a teacher.
- **Public Comments:** John Lewis asked why the Annex roof bid was not awarded to Floyd Story. Mrs. Deloach stated Floyd Story was not the lowest bidder on that project.

Respectfully submitted,

Christa Byrd


Jo Ann Blankenship, Approved for File

APPROVED