

**Anderson County Board of Commissioners**  
**Financial Management Committee Minutes**

December 13, 2021  
3:30 PM, Room 312

Members Present: Phil Yager (Committee Chair), Chuck Fritts, Gary Long, Terry Frank, Tim Isbel, and Tim Parrott.

Members Absent: Rick Meredith

Meeting Facilitator: Phil Yager (Committee Chair)

Call to Order: The meeting was called to order by Phil Yager (Committee Chair).

I. Charitable Donation Policy forwarded from Non-Profit Committee

Commissioner Phil Yager and Finance Director Robby Holbrook presented the Charitable Donation Policy with a request for Finance Committee approval.

Motion by Dr. Tim Parrott, seconded by Mayor Terry Frank, to refer the request to the County Commission with a recommendation for approval.

Motion by Mayor Terry Frank, seconded by Dr. Tim Parrott, to amend the policy by striking procedure “#8 Appropriation Agreement”. Motion to amend policy passed via voice vote.

Motion to approve policy, as amended, passed via voice vote.

II. Surplus Items, Section 10.6 of the Finance Department Policies and Procedures Manual

Finance Director Robby Holbrook and Mayor Terry Frank presented an alternative to the current process of posting property eligible for interdepartmental transfer. The alternative consists of sending periodic emails to departments to determine if they are interested in the eligible property. Deputy Purchasing Agent, Katherine Ajmeri, will test the alternative process and report on the results at the next Finance Committee meeting.

No action taken.

III. Dedicating Percentage of Rollover Money for Capital Needs from July meeting

Finance Director Robby Holbrook opened the discussion on this item.

Motion by Dr. Tim Parrott, seconded by Mayor Terry Frank, to annually dedicate twenty percent (20.0%) of the General Fund 101 –Unassigned Fund Balance for capital needs, and to refer the request to the County Commission with a recommendation for approval.

Motion passed by voice vote.

IV. Possible Grant Coordinator Position

Finance Director Robby Holbrook and Mayor Terry Frank opened the discussion on this item. Finance Director Robby Holbrook will developed a job description for presentation at the next Finance Committee meeting.

No action taken.

V. ARP Update

Finance Director Robby Holbrook led the discussion regarding the current status of the American Rescue Plan Act (ARPA) funding; and suggested holding another ARPA workshop, to be scheduled in early January, to take appropriate steps in developing a spending plan.

No action taken.

VI. Old Business

None.

VII. New Business

Motion by Mayor Terry Frank, seconded by Dr. Tim Parrott, to confirm Commissioner Phil Yager as Committee Chair for remainder of the current term.

Motion passed via voice vote.

VIII. Meeting Adjourned.