

Anderson County Board of Commissioners
Financial Management Committee
Meeting Minutes

July 10, 2023
4:00 PM, Room 312

Members Present: Phil Yager (Committee Chair), Josh Anderson, Terry Frank, Tim Isbel, Tracy Wandell, and Tim Parrott.

Members Absent: Gary Long

Meeting Facilitator: Phil Yager (Committee Chair)

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

I. Grant Policy & Procedures Manual

Finance Director Robby Holbrook presented the Grant Management and Administration Policies & Procedures Manual and the corresponding update to the Grants chapter of the Financial Management Policies & Procedures Manual for committee approval.

Motion by Commissioner Wandell, seconded by Commissioner Anderson, and passed to approve the manual and the update as presented.

II. 263 Fund Balance Policy

Finance Director Robby Holbrook presented a proposed increase of the Fund 263 fund balance minimum policy to \$1,000,000. (Chapter 8, section 5.3) of the Financial Management Policies & Procedures Manual (FMPP).

Motion by Mayor Frank, seconded by Commissioner Isbel and passed, to approve the change.

III. Charitable Donation Policy (To Include All Funds)

Finance Director Robby Holbrook presented a request to add language specifying that all county funds are covered by the Charitable Donation Policy.

Motion by Mayor Frank, seconded by Commissioner Anderson, and passed to approve the change.

IV. Surplus Policy Discussion

Finance Director Robby Holbrook presented a scenario with the potential for a conflict of interest, and/or the appearance of impropriety, when a county employee bids on surplus items of which they have detailed knowledge; and they are involved in the decision to surplus the items in question.

Motion by Commission Wandell, seconded by Commissioner Anderson, and passed to seek an opinion from the Law Director.

V. Finance Committee and Finance Department Updates

Finance Director Robby Holbrook presented general updates including the proper committee approval routing for lease contracts and surplus items, FY23-24 budget completion, audit season and the focus on proper labeling and inventory control for county equipment and vehicles.

No action taken.

VI. Old Business –None

VII. New Business –None

VIII. Adjourn