

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

October 9, 2023  
4:00 PM, Room 312

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

**Members Absent:** Tim Parrott

**Meeting Facilitator:** Phil Yager (Committee Chair)

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

**I. Chairman & Vice Chairman**

Motion by Superintendent Long, second by Commissioner Wandell, to elect current Vice-Chair Mayor Frank to Chair. Motion passed unanimously.

As Finance Committee Chair, Mayor Frank opened the floor for nominations for Vice-Chair.

Motion by Superintendent Long, second by Commissioner Anderson, to nominate Commissioner Wandell as Finance Committee Vice-Chair.

Motion by Superintendent Long, second by Commissioner Isbell, to cease nominations and elect Commissioner Wandell as Finance Committee Vice-Chair by acclamation. Motion passed unanimously.

**II. Capital Assets & Controllable Assets Policy**

Finance Director Robby Holbrook presented a draft of the new “Capital Assets & Controllable Assets Policy” (previously titled “Inventory and Fixed Assets”) for comment and consideration.

Motion by Commissioner Isbel, second by Commissioner Wandell, and passed to place approval of the changes to “Section 10.5 Accountability Policy” on hold until the next meeting agenda. Motion passed unanimously.

Motion by Commissioner Wandell, second by Commissioner Isbel, and passed to approve the changes to “Section 10.6.1 Sale of Surplus County Personal Property” contingent upon Law Director approval. Motion passed unanimously.

Motion by Commissioner Yager, second by Commissioner Anderson, and passed to approve all changes to the “Capital Assets & Controllable Assets Policy” with

the exceptions of “Section 10.5 Accountability Policy” and “Section 10.6.1 Sale of Surplus County Personal Property”. Motion passed unanimously.

**III. Wireless Device Policy**

Finance Director Robby Holbrook presented a draft of the new “Wireless Devices Policy” for comment and consideration.

No Action taken.

Tourism Director Stephanie Wells presented a request for an exception to the current \$200.00 per phone limit to allow for a departmental phone with enhanced audio/visual and storage capabilities.

Motion by Superintendent Long, second by Commissioner Isbell, for Director Wells to check the new phone pricelist with Deputy Purchasing Agent Ajmeri for an acceptable alternative. If not, then add the topic to the next meeting agenda. Motion passed unanimously.

**IV. Fund Balance Policy**

Finance Director Robby Holbrook proposed the possibility of increasing the General Fund fund balance minimum. (Chapter 8, section 8.5.2) of the Financial Management Policies & Procedures Manual (FMPP).

Motion by Commissioner Yager, second by Commissioner Anderson, and passed to increase the minimum fund balance policy to \$6,000,000. Motion passed unanimously.

**V. Travel Policy Update**

Finance Director Robby Holbrook presented a draft of the proposed “Travel Policy” for comment and consideration.

No action taken.

**VI. Anderson County Financial Review**

Finance Director Robby Holbrook presented Anderson County’s “Overview of Fiscal Health Metrics, Financial Trends, and Comptroller Budget Review” as published by the Office of the Tennessee Comptroller of the Treasury.”

No action taken

**VII. Old Business –None**

**VIII. New Business –None**

**IX. Meeting Adjourned**