

Anderson County Board of Commissioners
Financial Management Committee
Meeting Minutes

February 12, 2024
4:00 PM, Room 312

Members Present: Mayor Terry Frank (Committee Chair), Commissioner Tracy Wandell (Vice-Chair), Commissioner Tim Isbel, Commissioner Phil Yager, Highway Superintendent Gary Long, and Director of Schools Tim Parrott.

Members Absent: Commissioner Josh Anderson

Meeting Facilitator: Mayor Terry Frank (Committee Chair)

Call to Order: The meeting was called to order by Terry Frank (Committee Chair).

I. Charitable Donation Policy Changes

Finance Director Robby Holbrook presented changes to the Charitable Donation Policy, as recommended by the Non-Profit Committee.

Motion by Commissioner Yeager, seconded by Superintendent Long, and passed to approve the policy changes as presented.

II. Capital Assets & Controllable Assets Policy, Section 10.5

Finance Director Robby Holbrook presented proposed changes to Section 10.5 “Accountability Policy” of the Financial Management Policies & Procedures Manual (FMPP).

Motion by Director Parrott, seconded by Superintendent Long and passed, to approve all changes as presented with the addition of language specifying that the Purchasing Office will supply each department with inventory lists.

III. Sale of Surplus County Personal Property, Section 10.6.1

Finance Director Robby Holbrook presented a request to add language specifying that the Finance Director may approve the disposal of surplus items after three failed attempts to sale the items at auction.

Motion by Commissioner Wandell, seconded by Commissioner Yeager, and passed to approve the change.

IV. Wireless Device Policy, Attachment 7 to Purchasing Policy

Finance Director Robby Holbrook presented Finance Director Robby Holbrook presented proposed changes to the Wireless Device Policy for county-owned property.

Motion by Commission Yeager, seconded by Commissioner Isbel, and passed to approve all changes as presented.

V. County Vehicle Identification Policy

Finance Director Robby Holbrook presented a proposed County Vehicle Identification Policy for review and approval.

Motion by Commissioner Wandell, seconded by Commissioner Yeager, and passed to approve the policy with the specification of “departmental county vehicles” in Section 3.B of the policy.

VI. Travel Policy

Finance Director Robby Holbrook presented a revised Travel Policy with multiple items for discussion and consideration.

Motion by Commissioner Wandell, seconded by Commissioner Yeager, and passed to strike Section 13.10(d) related to “fees, tips, and gratuities”.

Motion by Commissioner Isbel, seconded by Commissioner Yeager, and passed to approve all outlined changes.

VII. New Business –None

VIII. Adjourned