

Anderson County Board of Commissioners
Financial Management Committee
Meeting Minutes

July 14, 2025
4:00 PM, Room 312

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

Members Absent: Highway Superintendent Gary Long, and Commissioner Josh Anderson

Others Present: Finance Director Robby Holbrook, and Assistant to the Finance Director Paul Richardson

Call to Order: Committee Chair Mayor Terry Frank called the meeting to order.

I. Appearance of Citizens: No citizens were present to speak.

II. Approval of Agenda: Motion by **Commissioner Phil Yager**, seconded by **Director of Schools Dr. Tim Parrott**, to approve the agenda as presented. *Motion passed.*

III. Financial Management Policies and Procedures updates:
Finance Director, Robby Holbrook presented proposed updates to Chapter 5 Personnel Policies, Chapter 8 Budgeting, Chapter 10 Capital Assets, and Chapter 13 Travel Regulations.

Motion by Commissioner Tracy Wandell, seconded by Commissioner Tim Isbel, to approve as a group proposed changes and forward them with a recommendation for approval to the County Commission, contingent on Law Director Brooks review and approval. *Motion passed.*

IV. Fleet Policy

Mayor Terry Frank began discussion of establishing a small pool of 3 vehicles for loan to departments with low mileage needs. This would prevent old vehicles that should be surplus, being transferred to a department for rare use. *No Motion was taken. A few policy options will be developed to bring back to the committee at a later date.*

V. IT Audit Update & Discussion

Finance Director Robby Holbrook informed the committee of the rigorous IT audit by the State Comptroller's Office at the end of June. Cyber security training, best practices, and disaster recovery plans in different offices were a few items discussed during the Audit.

Motion by **Commissioner Tracy Wandell**, seconded by **Director of Schools Tim Parrott**, to send information from the IT audit to the IT Advisory Committee. *Motion passed.*

VI. Finance Office Updates

Finance Director Robby Holbrook mentioned the Finance Office has had 3 employees leave employment. Services provided may take slightly longer than usual as the Finance Office navigates replacement and training of new employees.

VII. New Business – None.

VIII. Unfinished Business – None.

IX. Meeting Adjourned