

**Minutes
Finance Committee
March 2, 2015
6:00 PM
3rd Committee meeting**

Members present were Chairman Dale Black, Committee members Larry Goodson and Terry Merritt. Finance Director Holly Abercrombie and City Administrator Trey Eubanks were also present.

1. Call to order.- Chairman Black
2. Public Comment- None
3. Reading and approval of minutes- Councilman Goodson made a motion to accept the minutes with Councilman Merritt seconding. The vote was unanimous (3-0).
4. Reports or communications from city officers
 - a. Budget report- Holly reported that the current property tax line is approaching the budgeted amount. Auto and delinquents are still coming in. The large property tax checks are already in. Business licenses are continuing to come in.

Chairman Black asked about 400-650 account and why we are still paying on Hailee's. Trey said legal challenges continue that had to be defended.

Chairman Black asked to have detail on that since he thought the lawsuit had been put to bed.

The first budget workshop will be March 19th.
5. Unfinished business.
6. New business.
 - a. Fraud policy- Chairman Black asked if the city attorney had looked at this. Trey said yes. 2.2 has been added regarded soliciting and a section was corrected regarding city property. This policy has been reviewed and includes edits from the city attorney.

Councilman Merritt read his suggestion for the fraud policy. In the last section where it says the administrator will meet periodically with department heads regarding fraud, he would like to add meet at least annually and have documentation of employees attending the meeting. Chairman Black said this could be part of new-hire policy as well. Councilman Merritt said once we do this once or twice, we shouldn't have to worry about it.

Councilman Goodson agreed and asked if there was a direct link for the employee with the administrator without reprisal. Trey said that is spelled out in the policy. Trey has an open door policy and will be glad to talk to the employee directly rather than the department head or an immediate supervisor. Trey said language could be added that the employee can come to the administrator instead of the department head if there is a legitimate reason- up to and including the administrator.

Trey reminded committee that this wasn't because of an issue we are having. We task our auditors every year for recommendations that would boost our internal controls. It is a safeguard. Annually, there will be an audit workshop for discussion among council and the auditor with staff as a resource. We can talk about this subject as part of that meeting.

This item was sent to council.

7. Public Comment

Leo Joyce: Is it in house discussion on these policies or is it outside training? For example, Greenville Tech does sexual harassment training. I was surprised to know if a lady doesn't like what is said, that is a form of sexual harassment.

Chairman Black: I worked with a guy that was falsely accused of something and he ended up committing suicide. Someone had heard him talking with someone else and he ended up losing his job. The person he was talking with didn't have a problem with what he was saying, but the person who overheard it did. He lost his job and ended up killing himself.

Leo Joyce: That is something that could happen at any time,.

Chairman Black: This is done in house, isn't it?

Trey Eubanks Yes: ACOG came in and conducted training on customer service. We do go outside from time to time, but this can be done in house commiserate with the audit training.

Chairman Black: It might be beneficial for ACOG or MASC to do this because there may be something new.

Trey Eubanks: The auditor gave us a few cities as resources when we looked at this language. We took that into account. Holly is certified from GFOA and she has resources there as well for this language.

Chairman Black: What Leo is saying makes sense. Everyone needs to be on the same sheet of music and this is why we are taking this step.

Trey Eubanks: This is what will happen over the next few months,

Chairman Black: Maybe ACOG could come to a staff meeting.

Trey Eubanks: The auditor has given us what we need.

Ray Atchison: I asked Ms. Abercrombie if I could look at the budget. She did and I looked at it. I don't understand all of the numbers, but I am impressed with the work she does and I wanted to comment on that.

Chairman Black: She didn't do it by herself.

Mayor Raines: She has thirteen years of budget awards.

Holly Abercrombie: I am continuing it. Lisa started it.

8. Committee concerns.- Councilman Merritt asked for a copy of the credit card policy.
9. Adjournment. – Chairman Black adjourned the meeting.

Respectfully Submitted,

Cindy Miller
Municipal Clerk

NOTICE: A majority or quorum of City Council may attend a committee meeting