

**Minutes
Finance Committee
April 4, 2016
6:00 PM
2nd Committee meeting**

Members present were Chairwoman Carol King, Committee members Dale Black and Terry Merritt. Holly Abercrombie, Finance Director and City Administrator Trey Eubanks were also present.

1. Call to order.- Chairwoman King
2. Public Comment
3. Reading and approval of minutes- March 1, 2016- Councilman Merritt made a motion to approve the minutes with Councilman Black seconding. The vote was unanimous (3-0).
4. Reports or communications from city officers
 - a. Budget report- Holly reported we are a little over on the current property tax line. Business licenses are due in the next couple of weeks. Councilman Merritt asked about two administrative employee expense charges for 410-700. There are two different amounts, but the same voucher number. Holly said it was probably on one purchase order, but got split out into two.
5. Unfinished business.
 - a. Standing Committee rules- Councilman Merritt said this draft is pretty close to the changes that were talked about. Councilman Merritt asked about retention of minutes. Trey said minutes are permanently retained. There are no guidelines for audio recordings by the State Archives and History Department, but we do back up the recordings, which are saved on the network. Our backups are done by VC3 and are stored in Columbia, North Carolina and Atlanta.

Chairwoman King asked about putting the Senior Center under Recreation. Was it there all along? Councilman Merritt said it has been under Recreation, we are just making sure the programming events are organized.

Councilman Merritt made a motion to forward these rules to full council.
Councilman Black seconded and the vote was unanimous (3-0).

- b. Credit card policy amendment- The last sentence in red under credit card security needs to be stricken from the revised policy because it is contrary to what we are trying to achieve. Councilman Merritt said he was glad to see it back in. He doesn't like the credit card sharing between departments. Councilman Black said people could always go to the administrator if the department head was not available. Trey said there is some language in the policy that says to go outside of the department in emergency situations only.

Trey said we could change the language to accomplish in the event the department head is not available the Finance Director or City Administrator could provide a card. That makes it more specific as to whom they could go to.

Councilman Black asked if the forms have been updated. Trey said we can go back and check that once this policy is finalized.

This item was kept in committee until some wording changes are made.

6. New business.

- a. Internship program- There is some interest in having an internship program. Business and Development Services, Community Development and Recreation would offer the program. Chairman King said she has been involved with interns, there have been interns working in her previous job and current job as well. She thinks it would be a win-win situation.

Councilman Black asked if there was any liability. Trey said we make sure the interns do not have access to personal information. Chairwoman King asked if we could have the interns sign a confidentiality agreement. Trey said we could get them to sign a waiver of liability. Councilman Black asked if they would be covered under the bond. Trey said no, it would be the

responsibility of the staff member working with the intern to make sure they do not see anything or handle anything they would need to be bonded for.

Councilman Black asked about the estimated cost. Trey said that \$3420 would be the total for all three. Chairman King said we have the potential for summer, spring and fall. Trey said the next would be June 15th for the upcoming fall semester.

Chairwoman King asked if we have done this before. Trey answered various departments have worked with young people before, but there has been no internship program. We have had some in Finance and some in Recreation. High school students have shadowed for half a day. Councilman Merritt said he wants kids to learn a profession in college. That is when they have more maturity and growth and can do the intern. He does not want a high school student to come in and grow up in the job. Councilman Merritt said he would like to restrict it to junior and seniors in college. He does not like the management verbiage either. Chairwoman King said her intern at work now came to her last week asking about governmental accounting. She is taking a class now and is interested. The intern said she wished she had the opportunity before now. Councilman Merritt said he thinks shadowing is good for high school students, not internships.

Chairwoman King asked Trey if we have a need for this. Trey said staff talked about this. In some departments it is not as feasible as others. He is not sure what the interest is going to be from the students, but he thinks there is a benefit to the departments that will participate. Councilman Black said he agrees that it would be more beneficial to upper-class college students. Trey said he thinks the high school student was put in there because of programs like NEXT high school. George said there are a lot of schools that are looking to partner for internships. Charter schools are leaning towards project based learning experiences. This was the intent- high school students would be only during the summer and only maybe once a week.

Chairwoman King asked if we would reach out to the school. George said we would reach out and see if there was anyone that would suit us. There may be someone available and there may not. Trey said it is incumbent upon the department heads to go through the applications to make sure we find the right fit.

Chairwoman King said her firm has a relationship with Anderson University. When her firm is looking for an intern, they call Anderson University and tell them what they are looking for and the university sends over resumes.

Councilman Black asked about family members being interns. Trey said we have a policy that family members cannot supervisor their family members. They would technically be an employee. Councilman Merritt said he would like to delete the word manage and not have high school seniors, and then he would be ok with the policy.

Councilman Black said he would like for staff to reach out to the universities to gauge the interest.

This item was kept in committee pending possible changes and input from other council members.

7. Public Comment

Leo Joyce: Has there ever been a procedure on how to recover the minutes if need be?

Trey Eubanks: Yes.

Councilman Crosby said we had VC3 in the conference room to talk about this. They have a facility in Raleigh and cables can't be run. They did backup testing and so did we. They were grilled.

Joel Ann Chandler was wondering about the fundraising for Officer Jacobs' family. Are there any plans to do anything?

Trey said police and fire have supported the ceremony. We have a good rapport with our neighbors. They are appreciative of the support they are receiving from us. From a city standpoint, we cannot participate in fundraising with public funds.

A resident commented that interns can help on projects that may come up.

8. Committee concerns.

9. Adjournment. – Chairwoman King adjourned the meeting.

Respectfully Submitted,

Cindy Miller

Municipal Clerk

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