

**Minutes  
Finance Committee  
September 1, 2009  
6:00 PM  
5th meeting**

**Members present were Chairman Dale Black, Committee members Michael Reynolds and Gabe Hunter. City Administrator Trey Eubanks and Finance Director Holly Abercrombie were also present.**

1. Call to order.- Chairman Black
2. Public Comment
3. Reading and approval of minutes.

Councilman Reynolds made a motion to accept the minutes with Councilman Hunter seconding. There was a correction on the minutes on attendance. Councilman Hunter's name was on there twice. With that correction, the vote was unanimous (3-0).

4. Reports or communications from city officers.

- a. Budget Review

Holly Abercrombie: The financial reports were back in your packets. August is comprehensive but July is not fully comprehensive. Data entry is continuing. I would say it is 75% done. Some things are taking a little longer.

Councilman Hunter: Under account 100-322, WCRSA new account, it shows 31%. What is that?

Peter Nomikos: That is a fee where sewer permits are issued. We collect the total fee and we keep a portion of that amount. It is a one time fee per project.

Councilman Reynolds: The sign that is on the employee's door where they are putting the data back in to the computer needs to have a smiley face or something. I think the sign is rather rude. She is trying to decide whether I am serious or not. We appreciate their hard work. Congratulations again.

Trey Eubanks: Holly and I are meeting with the auditors next week.

Councilman Reynolds: Will we be able to have the audit committee this year?

Trey Eubanks: The more involved we are as a team, the better. We will do that this year also because it is a new firm we are working with. I will promote some good meetings.

Councilman Reynolds: What is your reading on this firm?

Holly Abercrombie: We will know more in October, but, so far, so good.

5. Unfinished business.

6. New business.

a. Substance abuse policy

Chairman Black: It came to my attention that we have a reason to have this in place for the city's protection. I brought this up a couple of years ago, and we got the advice that it was illegal to randomly test employees for drugs and alcohol. I contacted our city attorney. His rendering of it is that all safety-sensitive employees fall under random drug testing. These are anyone who operates a city vehicle that could cause injury to anyone or anything. I would like us to put something in place on this. I think it is more of a deterrent. I asked Mr. Eubanks if we could get a cut on our insurance. We have a drug policy, but not a random drug policy. The amended one is highlighted and that is what the city attorney changed for us. It is not my intent to test a person who sits at a computer all day, but if they are in a safety sensitive position.

Trey Eubanks: We do have language in our current policy that we need to bring in line with the recommendation from the city attorney. Chairman Black and I had good discussion on this last week. We drug test every new hire, but I think it is important to get random testing in place. This will set a high standard for our organization.

Chairman Black: I talked to the Chief the other day and he said there is a computer program that he has used in the past that took various information from each employee and it randomly picks numbers. It is not something that you go down the line and say I will test Mr. Black. You might get picked twice in a year, but there will be a fair way to pick the names.

Councilman Kennedy: I think this is kind of vague. New employees are tested. Is this for all employees?

Trey Eubanks: Any new hires are tested. Also, there is some proper ability for a department head if he observes behaviors that cause concern, the department head can send the employee for drug testing. Those are safeguards for our employees. What we are doing here is the safety sensitive employees will become part of random drug testing. This is police, fire and CDL drivers.

Councilman Kennedy: If someone looks suspicious, we will test them also. When you say drugs, are you specifying?

Trey Eubanks: Our revisions define what that is.

Councilman Kennedy: All drugs will be investigated and they will be tested?

Trey Eubanks: This is alcohol and drugs. Section 10 defines drugs.

Chairman Black: If you have an accident, it is mandatory that you take a drug test. Police, Fire, and CDL drivers are tested. We didn't have anything for random testing for employees. We need to look at prescription drugs also. If someone is on prescription drugs from their physician, we can get the prescription that is from their doctor in case a test comes back positive but they aren't doing anything wrong.

Councilman Reynolds: I think we should run this by the city attorney again and get this before the council meeting.

Chairman Black: I am trying to protect the innocent.

Councilman Hunter: That may be covered in section 9. Paragraph 2 has names of over the counter drugs that may cause people to fail the drug test.

Chairman Black: Just for safety, will you make sure that is covered?

Trey Eubanks: Yes, sir.

Councilman Reynolds made a motion to send this policy to council. Councilman Hunter seconded the motion and the vote was unanimous (3-0).

#### 7. Public comment.

Mayor Godbey: My background in working with mental health, I ask for clarification of reasonable suspicion. Mr. Duggan probably has some criteria that could be applied to keep us out of hot water. Folks that are on prescription drugs can have problems operating heavy equipment.

Chairman Black: I want to protect our employees and our citizens. A mower or bucket truck is dangerous too. We check drivers after accidents, but not the other employees.

Councilwoman Gettys: I am kind of getting off the subject, but the computer program down at recreation, where are we with that? I know that we have had all this other stuff.

Trey Eubanks: I can respond to that. We are on pace to have the program up and running October 1<sup>st</sup>. It will be installed and tested later this month.

Councilwoman Gettys: I didn't know if the re-entering of the data would affect that.

Mayor Godbey: I didn't know if the new department head needed an initiation.

Councilman Black: The honeymoon is over.

John Gardner: You will find that employees didn't understand that prescription drugs make you test positive. Like Tylenol 4 has codeine in it. Particularly with PW, it is important to have a good training program. There are many education programs that helps to train employees on their responsibilities.

Chairman Black: I want to make sure before we adopt this that we ask everything we can think of. I would like to see this happen.

8. Committee concerns.

Councilman Hunter: I appreciate your leadership in identifying this problem, Mr. Black.

9. Adjournment.- Chairman Black adjourned the meeting.

Respectfully Submitted,

Cindy Miller

Municipal Clerk