

NOTICE OF FINANCE COMMITTEE MEETING

The Finance Committee will meet at 4:30 PM on Tuesday, July 11, 2023, in Courtroom B of the Shelby County Courthouse.

AGENDA

1. Call to Order Mark called the meeting to order at 4:38 pm. Tad Mayhall, Sonny Ross, Teresa Boehm, Don Tate, Martha Firnhaber and Mark Bennet present. Clay Hardy absent.
2. Public Body Comment – Jessica Fox and Jeremy Williams present.
3. County Clerk, Jessica Fox. Discussion on claim forms and any changes the finance committee should implement that she sees needed. Jessica sent email today with reports of claims paid. For committee 2-3 hour process and for Clerk's office this is an ongoing and constant upkeep. Report can be emailed in advance of meetings so we have an idea of what we will be seeing. Clerk is the Accounts Payable dept and not the oversight dept. Mark brought up the Sherriff Dept and the times that we see multiple items on a receipt going to various funds/claims and that creates issues. Jessica – that is from their credit card bill. Tad – we do not see the credit card statement. Discussion regarding credit cards and how to best manage credit cards and the charges on them and the paperwork for how to get them “charged” to the correct account. Jessica mentioned there are many vendors added and often it appears some vendors may only be used once but have to be set up in the system. Discussion went to how best to handle credit card receipts and statements.

Discussion was had regarding dept heads or appointed officials that do not want a credit card but may have a rare need to use one and having a credit card “check out” system with credit cards with various spending limits available via the Treasurer's dept.

Monthly expense reports were hit hard. Committee needs to see all credit card statements and all receipts should be attached to the statement with every charge accounted for. Work needs to be done to streamline how that works for the Clerk, Dept. Head, Treasurer and Finance Committee members to work together to get a solid monthly expense report procedure finalized and put in writing.

4. Discussion and vote to make claim form changes. **skipped**
5. Discussion and vote to make recommendation to County Board for approval to have two finance committee meetings each month. **skipped**
6. When the full Committee is present! Discussion and vote to approve finance committee procedures of review for claims (invoices) submitted for payment by County Departments from General Fund and Special Fund accounts not reviewed by the Road/Bridge committee.
7. Review claims (invoices) submitted for payment by County Departments from General Fund and Special Fund accounts not reviewed by the Road/Bridge committee.

There are multiple claims for multiple outside private attorneys hired as Public Defenders. Why are these not able to be handled by the County Public Defender? This question is being asked out of curiosity on how the process works and not finger pointing.

Brad Phegley – WEX statement with no gas receipts attached. \$87.02. Where are the receipts?

Sherriff Dept Wex statement does not show the individual charges. The receipts provided total \$390.26 yet the bill is for \$623.16. We lack receipts for \$232.90. We need detailed statement showing each individual charge, along with receipts for each charge.

8. Discussion and vote to make recommendation to County Board for approval to pay claims reviewed by the committee.

Don made motion, Martha seconded to approve. Mark asked all in favor – unanimous.

9. Adjournment Martha made motion to adjourn at 6:51 pm. Don seconded. Mark – all in favor – unanimous. Meeting adjourned.