

## **Scioto County Board of DD Finance Committee Meeting Minutes for June 3, 2013**

9:31 AM, Vern Riffe School, Room 3

- 1. Roll Call:** Present were Chairman J. Michael Thoroughman, Klaire L. Purtee, and Rodney H. Barnett. Attending ex-officio were Superintendent James Krumer and Director of Finance Matt Purcell.

- 2. Discussion:** Budget Proposal for the Scioto County Commissioners

Annually a budget proposal is due from each county agency to the County Commissioners. Mr. Purcell reviewed the document he had prepared, which included pages for the agency's General Fund, Residential Fund and Capital Improvement Fund, as well as the Trust Fund. Each Fund's proposal included actual expenditures for last year, the current appropriation and the amount thought to be needed next year. Mr. Purcell discussed anticipated revenues and expenditures with the Committee. Questions were raised about the cost of employee health insurance, workers' compensation and unemployment. Mr. Purcell and Mr. Krumer were urged to consider offering an incentive for employees to opt out of the health insurance plan. Total appropriations were more than \$10.5 million.

Mr. Barnett made the motion to recommend the budget proposal for approval to the whole board. Mrs. Purtee seconded the motion, which was approved unanimously.

**ACTION ITEM: Recommend approval of the proposal for the County Commissioners.**

- 3. Discussion:** Five-year Budget Forecast

The Committee reviewed both revenues and expenditures anticipated for 2013 through 2017 and compared them against actual figures from 2012. The document showed that in 2013, the program is anticipated to end the year with enough funds to on hand to pay expenses until tax dollars are received in March 2014. However, a projected balance of \$64,341 in December 2014 would leave the Program unprepared to begin 2015, without a considerable change in revenue, expenditures or both.

Mrs. Purtee made the motion to recommend approval of the five-year forecast to be revisited in six months. Mr. Barnett seconded. The motion was approved.

**ACTION ITEM: Recommend approval of the five-year forecast to be revisited in six months.**

- 4. Discussion:** Meal Reimbursement

The Committee discussed the Board's credit card policy without recommending changes and then talked about the reimbursement of meals for employees when they travel out of town for work. Personnel Policy Section 6.03 'Reimbursement of Expenses' currently allows up to \$25 per day for meal reimbursement to board members who travel out of the county, but employees are not reimbursed at all. This change was implemented as part of a sweeping cost

cutting effort in 2004 and was never reinstated. The Committee acknowledged that limiting the number of people who travel for conferences would generate significantly more savings.

Mr. Barnett made the motion recommend changing the policy to increase the amount of reimbursement for meals to \$32 per day and to include employees who travel on Board business. Mrs. Purtee seconded the motion. The motion was approved.

**ACTION ITEM: Recommend amendments to Personnel Policy Section 6.03 Reimbursement of Expenses**

5. **Adjournment:** Mrs. Purtee made the motion that the Committee adjourn at 10: 46 AM; seconded by Mr. Thoroughman.

Prepared by Margaret Compton from notes by James Krumer

Submitted by:

Stephanie Childers, Recording Secretary