

CITIZEN'S BUDGET REVIEW COMMITTEE  
Meeting Minutes – 11-19-2018  
Holbert Building – Board of Supervisors Meeting Room

**Members present:**

Samuel Johnson (Alt. Berkeley)  
Tim Bryner, Secretary (Livingston)  
Kathryn Dennis (Chancellor)  
Greg Bell, Chair (Lee Hill)  
Shawn Davis, Vice Chair (Salem)  
Dawn Napper (Battlefield)  
Karen Adams (Alt. Lee Hill)  
Scott Phelps (Alt. Courtland)  
Amanda Blalock (Berkeley)

**Call to order:** 6:38 PM

**Pledge:** Dawn Napper

**Invocation:** Shawn Davis

**Meeting Minutes for August 20, 2018:**

Kathryn Dennis motioned to approve the minutes and Tim Bryner seconded. Amanda Blalock recused herself. The rest present passed it unanimously.

**Meeting Minutes for October 15, 2018:**

There was initially a motion to approve the minutes. However, Amanda Blalock brought up a discussion to amend the minutes. Some discussion ensued about this among the committee. This discussion centered around the note in the minutes stating "The FY 17-18 data was erroneously used and an update will be forthcoming at the next meeting." It was decided to table the minutes. Amanda Blalock motioned and Dawn Napper seconded this motion. Shawn Davis and Tim Bryner recused themselves due to not being at the meeting. All the rest present passed unanimously.

**Old Business:**

Greg Bell brought up the memo from the Planning Department and mentioned the topic Dawn Napper brought up about software system training. Greg Bell asked if anyone had any questions. Greg Bell asked Mary Sorrell about when training would take place. Mary said she would follow up on the training and ask Wanda and Jane. Greg Bell asked about funding and Mary believed they had funding.

Greg Bell turned the floor over to Scott Phelps and Kathryn Dennis to discuss FY19 budget. Scott Phelps advised he reviewed FY18 and FY19 budget and wanted to clarify increases in the budget. Scott Phelps spoke about this. Kathryn Dennis noted the increase this year was due to a replacement vehicle, the Evergreen Study, and COLA.

Greg Bell asked about the replacement vehicle and Kathryn Dennis advised it was for Mark Taylor and also mentioned there is a pool vehicle.

Scott Phelps asked about when actuals would be available for FY18 and Mary said that was being worked on as we speak.

Kathryn Dennis did a comparative study and she brought up Stafford figures.

Kathryn Dennis said there is still one unfilled FTE position in County Administration.

Amanda Blalock discussed why her percentage was different and it had to do with the budget numbers she was looking at versus what Scott Phelps had looked at.

Kathryn Dennis mentioned the transfer of Petrovich's position from Utilities to County Administration.

Kathryn Dennis also brought up some discussion about mandates in County Administration.

### **New Business:**

Mary Sorrell spoke on what Mr. Yakabouski wanted. He wanted consistency. An explanation of responsibility of each department. The number of staff to do mandates. A review of non-mandated staff and assignments. Look at other counties for peer review.

Mary Sorrell mentioned that adopted and amended budgets are different and discussed this more.

Mary Sorrell mentioned you have to understand what each department is responsible for; make sure programs are similar.

Amanda Blalock had a question on increase in the County Administration budget and Mary Sorrell spoke on this and provided insight.

There was discussion on the Google form that Dawn Napper was working on and Dawn advised she got no feedback. Shawn Davis suggested using what Mary Sorrell had from Yakabouski as a template for the form and Mary Sorrell will send.

Greg Bell brought up the MOU mentioned during the August meeting about schools and parks and rec and Mary Sorrell said it is still in the works. Amanda Blalock suggested a follow-up on it. Samuel Johnson will follow-up on the MOU.

Greg Bell mentioned he was invited to a conference of the Council on State Governments in December. He brought up the topics to include the opioid epidemic. He will bring back information.

Kathryn Dennis inquired about whether there as anything else the Board of Supervisors wanted them to look into or is the committee ready to put together a report. Greg Bell was open to writing the reports.

Amanda Blalock asked about a deadline. Kathryn Dennis brought up going to be reviewing budgets.

Greg Bell would like the reports prior to the end of 2018.

Scott Phelps asked if there was a number of departments that should be reviewed each year and Greg Bell spoke on this.

Tim Bryner mentioned that in the past the committee was looking at the whole budget and actually decided to break it up a department or two a year.

Greg Bell felt the form may help to look at departments already done.

Kathryn Dennis brought up outside agencies and their budgets. Mary Sorrell spoke on this and how departments are asked to have input on these outside agency requests. Mary Sorrell offered to send a list on what departments deal with outside agencies. Mary Sorrell also spoke on Mr. Yakabouski's desires; she didn't remember deadlines.

Mary Sorrell brought up that Mark Taylor presents the budget on 2/12, CBRC presentation 2/26, School Board budget presentation 2/26.

A discussion occurred over when the School Board budget would be available for CBRC. Mary Sorrell spoke on the process for the School Board budget. Mary Sorrell mentioned that the CBRC is responsible to review the county budget. Schools get a lump sum from the county, in a way they are like a department. Mary Sorrell will get copies as soon as they are available.

Greg Bell mentioned we have a school board liaison and to leverage our relationships.

Mary Sorrell did say the bylaws do say the CBRC will provide a report on the County Administrator's recommended budget and the School Superintendent's recommended budget.

Ms. Dawn Shelley, from the School Board, noted 1/28 Dr. Baker is presenting the budget and 2/11 is when the School Board approves the budget.

Greg Bell will send out e-mail for dates for the January meeting.

Kathryn Dennis asked about the Planning Department and any more information. Kathryn Dennis asked about comparative information. Shawn Davis spoke on the training.

Scott Phelps brought up looking at other departments and Greg Bell brought up upcoming budget.

Kathryn Dennis brought up not having a December meeting. Kathryn Dennis motioned for this, Dawn Napper seconded, and it passed unanimously.

### **Motion to Adjourn:**

Dawn Napper motioned to adjourn and Kathryn Dennis seconded. The meeting adjourned at 7:37 PM.