

At a Finance Committee Meeting of the Board of Supervisors
Held in the Social Services Conference Room on
Wednesday, July 31, 2020 – 10:30 a m

BOARD MEMBERS PRESENT

C. Eric Fly, Sr.
Wayne O. Jones
Susan M. Seward, Ex Officio
Rufus E. Tyler, Sr.

STAFF PRESENT

Larry Hughes, Interim County Administrator
Kelly W. Moore, Director of Finance
Deste J. Cox, Treasurer
Ernest Giles, Sheriff
Jessica Harrison, Administrative Assistant/Accounts Payable

Several minutes of the beginning of the meeting was not recorded.

Item 1. Call to Order/Determine Quorum

The July 31, 2020 Finance Committee meeting of the Sussex County Board of Supervisors was called to order by Supervisor Fly, Chairman of the Finance Committee.

Vice Chairman Jones participated virtually.

Item 2. The Invocation

The invocation was offered.

Item 3. The Pledge of Allegiance

The Pledge of Allegiance was recited by all.

Item 4. Agenda Amendment

There were no agenda amendments.

Item 5. Approval of Agenda

ON MOTION OF SUPERVISOR _____, seconded by SUPERVISOR _____ and carried:
RESOLVED that the Sussex County Board of Supervisors hereby approves the July 31, 2020
Finance Committee meeting agenda as presented.
All members present voted aye.

Item 6. Review of Invoice Payment Procedures

The Sheriff Department was in attendance along with the Finance Department. There was discussion on late fees, past due amounts on invoices.

They reviewed invoices for the Sheriff's Office. One of the focuses was on BSV invoices regarding late fees and lateness in receiving mail. When invoices are received, Finance is already two (2) weeks in to due date for payment.

There was discussion of alternate options to get payment to BSV due to the time it takes mail to be delivered.

Ms. Kelly W. Moore, Director of Finance, advised that she wasn't aware any invoices being paid late.

Electronic payments were discussed. Ms. Deste Cox, Treasurer, discussed reasons ACH payments are not done. There are fees associated with ACH payments. If you do it for one (1) business, you will have to do it for all. It would be quite cumbersome.

There was discussion of TransUnion payments which were late. Sheriff Giles stated that TransUnion is an investigative service. He stated that this service is \$1,800 a year. It has helped solved a lot of cases for the County. Sheriff Giles stated that he had requested the same amount of money for this service, \$1,800, to be included in the budget; however, it wasn't included. He stated that he will have to transfer funds from another line item to cover this expense.

Sheriff Giles stated that everything is forwarded to Accounts Payable when bills are not paid to let them know it's not paid and to try to find out the status.

There discussion of the process starting with the Sheriff's Department. There was inquiry of how often expenditure reports are given. Ms. Moore advised that these reports are given monthly. These reports are done when the Treasurer closes out. It was noted that there is an Expenditure Report and an Accounts Payable report.

There was discussion of communicating with Accounts Payable/Finance.

There was discussion of items cut out of the budget.

Finance was directed to provide the Board with a copy of all the line items for the FY20 and FY21 budget for the Sheriff's Department.

There was discussion of not receiving a copy of budget. All departments should receive a copy of budget prior to adoption.

There was discussion of expenditures.

Ms. Deste Cox, Treasurer, explained that the County works by day-to-day accrual. There was inquiry of how does accruals go back to line items. It was noted at the end of the fiscal year.

Sheriff Giles discussed expenditure for a vehicle came out FY21 budget instead FY20 budget.

Sheriff Giles stated that he has a growing concern that when signing invoices there shouldn't be question of who was on transport. There was discussion of having vehicle/unit numbers on big ticket repairs. Sheriff Giles stated that all vendors are to contact the Sheriff and the Captain should repairs cost over \$300 for approval.

Item 7. Committee's Recommendation

Supervisor Fly, Chairman of the Finance Committee, asked that he would be allowed time to work on reviewing the budget and accruals with the Treasurer and Finance Department and report back to the entire Board at the August regular Board of Supervisors meeting. Supervisor Tyler requested to be a part of that meeting.

Item 9. Citizens' Comments

There were no Citizens' Comments.

Item 10. Adjournment

ON MOTION OF SUPERVISOR FLY, seconded by SUPERVISOR TYLER and carried: RESOLVED that the Sussex County Board of Supervisors' Finance Committee hereby adjourned at 1:31 p.m.