Robertson County Budget Committee
Minutes of May 3, 2022 Meeting

The Budget Committee met at 4:30 P.M. with the following members present: Keith Hoover, James Bowens, Bobby Couts, Burton Glover and Faye Stubblefield were all present in person. Mayor Billy Vogle and Jody Stewart were also present in person.

Mr. Keith Hoover called the meeting to order and the following main discussions and actions took place during the meeting:

The Budget Committee minutes of April 26, 2022 were approved.

Rick Jansen, Ambulance Service Director and Josh Rice, Assistant Ambulance Service Director, presented their FY2023 Budget request for their EMS/Ambulance Service Department, Account Number 55130. Josh stated the first item to discuss is the capital purchase of the new Ambulances. Josh said we are currently in a unique situation this year as they would normally ask for one (1) Ambulance, but he is being told by all of the Ambulance manufacturers there is a three (3) year back-log. Because of the supply chain lack of availability, Josh is requesting three (3) Ambulances this year in the amount of $779,634. A new power load system and power load cot is also included in the price. There was some discussion about this extra need. Keith stated they will be unable to make a decision tonight about the Ambulances. After this meeting, we learned that a letter of intent for the additional two (2) Ambulances will be an acceptable practice per the State Auditors in order to secure this need for EMS.
Josh stated that the only other item they need is the Zoll Defibrillators, 10-year contract for purchase of the defibrillators and maintenance as discussed at a previous budget committee meeting. Josh also claims he has talked to the State Auditors and this does not need to be bid because Metro Government has a bid Robertson County will be able to purchase from. After this meeting, Jody learned from the State Auditors that there was a misunderstanding about an actual purchase of product being compared to a 10-year lease, therefore this item needs to be bid.
Rick Jansen requested an adjustment to the Director's salary because of his departure date on June 30, 2022. There are only 975 hours in the budget instead of the full-time amount of 1,950 hours. Josh asked about raises and it was stated that there is a 3.5% raise in the budget for EMS employees.

1. It was moved by Burton Glover and seconded Bobby Couts to allow Clyde Richert, County Attorney, to help the County locate a contract/Zoll defibrillators specialist for this Zoll Defibrillators 10-year contract. Then they want Clyde to report back to the Committee with his findings. All voted yea.

2. It was moved by James Bowens and seconded Burton Glover to recommend balanced budget amendment #46 to increase Animal Control's various capital outlay line item for computers in the amount of $4,800 to the County Commission. All voted yea.

At the April 26, 2022 Budget Committee Meeting there was a discussion concerning the County receiving an Audit Finding as advised by the State Auditors during their requested EMS Payroll Audit in October 2022. This discussion for improved benefits in the EMS Department policies and procedures handbook is a result when discussing the potential Audit Finding for FY2022. Josh Rice and Rick Jansen state that whenever EMS shift worker employees are hired, they are guaranteed 840 hours of premium overtime pay, based upon their 24/48-hour work schedules. This has been a practice for many years, but there is not any authorization from the County Legislative Body that actually allows this practice. The State Auditors said we need to stop this practice or obtain proper approval from the County Commission. After some discussion there was no action was taken at this time. All agreed that additional guidance from Marisa is needed before a resolution is drafted and taken to the full County Commission.

Jody explained that the budget documents dated April 29, 2022 distributed to the Budget Committee Members have all items included in the budget as discussed at the previous budget meetings except two (2) additions to payroll. There was a quick review of all changes the Budget Committee made to the FY2023 Budget at their April 26, 2022 Meeting for the General Fund 101, Solid Waste/Sanitation Fund 116 and the Highway Fund 131. Special note that the Budgets include a 5% raise for all County employees except Sheriff Department and EMS employees who are receiving a 3.5% raise.

The meeting adjourned at 5:20 P.M.

Keith Hoover, Chairman

Jody Stewart, Finance Director

Robertson County Budget Committee
Minutes of May 3, 2022 Meeting

The Budget Committee met at 3:30 P.M. with the following members present: Keith Hoover, James Bowens, Burton Glover and Faye Stubblefield were all present in person. Mayor Billy Vogle and Jody Stewart were also present in person. Bobby Couts was not present until 4:15 P.M. This Meeting was scheduled to be a joint EMS and Budget Committee Meeting. Kim Reid and Faye Stubblefield were present as EMS Committee members. Because this is not a quorum, now a Budget Committee Meeting.

Mr. Keith Hoover called the meeting to order and the following main discussions and actions took place during the meeting:

Keith turned the meeting over to Marisa Combs-Smith, Five Points/Gallagher Representative, County Human Resources (HR) Consultant, and she presented the following information:

HR Consultant has been working on various HR questions from Department Heads.
HR Consultant has implemented RobCoHR@mybenefitschannel.com email address to submit HR questions.
HR consultant training session on March 31, 2022 for Department Head leadership.
HR Consultant has presented a new a grievance policy proposal and waiting for feedback. This policy is pending legal review.
HR Consultant has trained all County employees via group benefit meetings the week of April 11, 2022, which is prior to open enrollment. Also, presented information about the employee medical clinic scheduled to be open on July 1, 2022 to all County employees.

Marisa explained the above HR Consulting duties that her company has been performing as Robertson County's HR Consultant. The main reason for this meeting is to discuss six (6) items of concern the Ambulance (EMS) Service Department / Committee needs to address. This discussion for improved benefits in the EMS Department policies and procedures handbook is a result when discussing the potential Audit Finding for FY2022. The State Auditors were requested to perform an EMS Payroll Audit in October 2022. Josh Rice, Assistant EMS Director and Rick Jansen, EMS Director, state that whenever EMS shift worker employees are hired, they are guaranteed 840 hours of premium overtime pay, based upon their 24/48-hour work schedules. This has been a practice for many years, but there is not any authorization from the County Legislative Body that actually allows this practice. The State Auditors said we need to stop this practice or obtain proper approval from the County Commission.

Marisa's EMS study/research of 17 other counties in the State and narrowed down to an in-depth study of the following 8 Counties: Sumner, Cheatham, Montgomery, Dickson, Davidson, Bedford, Cannon and Jefferson. There was a lengthy discussion, see attached spreadsheet listing of Marisa's discoveries.

- She recommends open ended language to allow for a future policy to replace the current practice, depending on the preferences and vision of the next EMS Director of the EMS department.
- With reference to current requests for funding, Marisa and her team performed an evaluation of the requested changes as listed below:

Issue 1	EMS wants vacation to accrue at minimum of 24 hours/monthly versus 8 hours monthly. Marisa recommends a potential increase to 12 hours after she explained her research data.
Issue 2	EMS wants vacation rollover moved from 240 hours to 360 hours per year.
Issue 3	EMS wants premium overtime rate of pay for employee vacation pay.
Issue 4	EMS wants premium overtime rate of pay for employee sick leave pay.
Issue 5	EMS wants to disallow accrual of compensatory time, in order to promote the use of premium overtime rate of pay for all hours outside of an employee's regular schedule.
Issue 6	EMS wants to give 8 hours of premium overtime rate of pay/employees who works on holiday.

The meeting adjourned at 4:20 P.M.

Keith Hoover, Chairman

Jody Stewart, Finance Director

Request	Finding	Recommendation	Details of the Ask
Issue 1	Abnormal	12 hrs/mon with vesting schedule	EMS wants Vacation to accrue at minimum of 24 hrs/mon. (vs. normal accrual schedule).
Issue 2	Abnormal	Keep 240, cap cashout except over 10 years	EMS wants Vacation rollover moved from 240 to 360 hrs/yr.
Issue 3	Abnormal	Decline long term	EMS wants Premium Overtime Rate for EE Vacation Pay.
Issue 4	Abnormal	Decline long term	EMS wants Premium Overtime Rate for EE Sick Pay.
Issue 5	Somewhat unsual	Invite discussion on what solving for here	EMS wants to disallow accrual of Comp Time. Promoting use of Premium Overtime Rate for all hours outside regular schedule.
Issue 6	Somewhat normal	Select holidays at 1.5x (4 per year)	EMS wants to give 8 hours Premium Overtime Rate for EE who works on Holiday.

Evaluated 8 Groups Most Fully

Sumner, Cannon,
Cheatham, Dickson,
Davidson,
Montgomery,
Jefferson, Bedford

Rationale to Approach

We do not want to advocate / incentivize for policies that lead to abuse (taking sick time and working a shift in a neighboring county as an example).

We do not want to incentivize employees to accrue time and then quit to get a check, work somewhere else... with a large payout of accrued time, people will leave in order to cash out.
We do not want policies that are difficult to administer.

We do not want policies that disporportionately favor a block of employees.