

December 9, 2002

The regularly scheduled meeting of the Cleveland County Budget Board was called to order this 9<sup>th</sup> day of December, 2002, in the conference room of the County Office Building by Chairman George Skinner. Roll was called by Dorinda Harvey, County Clerk/Secretary and those present were:

George Skinner, Chairman  
Dorinda Harvey, Secretary  
Saundra DeSelms, Member  
Bill Graves, Member  
Rhonda Hall, Member  
Denise Heavner, Member

Member Leroy Krohmer was absent at roll call and Member DeWayne Beggs was absent.

Others present were: Roy Bugher, Anthony Stafford, Donna Roberts, and Robert Kirkpatrick.

After the reading of the minutes of the regular meeting of November 25, 2002, Bill Graves moved that the minutes be approved. Saundra DeSelms seconded the motion.

The vote was: George Skinner, yes; Dorinda Harvey, yes; Saundra DeSelms, yes; Bill Graves, yes; Rhonda Hall, yes; Denise Heavner, yes.

Motion carried.

(Member Leroy Krohmer entered the meeting at this time.)

Chairman Skinner called for discussion, consideration, and/or action to approve the change in AFLAC Flexible Spending Plan as Presented by Robert Kirkpatrick.

Robert Kirkpatrick handed out a document to each Board Member showing what AFLAC wanted to do for the up coming year pertaining to the Flexible Spending Plan for Cleveland County Employees. Mr. Kirkpatrick stated in order to keep Cleveland County Flexible Benefits Plan free of all fees, he would like to propose using a new third party administrator for reimbursement of un-reimbursed medical and dependent day care accounts for 2003 and beyond. (This would take the place of the County wiring money to Columbus, Georgia). The name of the third party is Payday Payroll Services. Mr. Kirkpatrick explained saying that there will be a weekly cutoff at 9:00 a.m. Friday, checks guaranteed out by 5:00 p.m. Friday, direct deposit is issued Friday and in client account by the following Tuesday and advice mailed to employees. To set this up he needs samples of signatures on the account, bank routing information, and districting and account numbers.

Saundra DeSelms stated that the County would not be paying the claims all the county would be doing is making the deposit and Payday Payroll Services would be writing the check and Mr. Kirkpatrick agreement with her. Ms. DeSelms said it would be like an ACH deposit and ask how would the county know what balances and if Payday is pulling the right amount of money?

Mr. Kirkpatrick stated that banking statements are going to go to the County Treasurer so all reports will be coming back to the county. Check registers for activity on check processing and updated master list with all active employees on the plan. There will be year to date budget amounts and year to date reimbursements and that will go to the County Clerk.

Mr. Kirkpatrick explained that right now with Flex in Columbus, they tell us how it is going to be done and with Payday we can change things they are more flexible and gave some examples. The bank statement will go to the Treasurer's Office and the reports will go to the County Clerk's Office. Reporting to the employees will be on the reimbursement checks, the amount elected, amount used and balance left for election. Mr. Kirkpatrick will take care of notifying the employees about these changes.

Dorinda Harvey, County Clerk, said that there are only ten (10) people on the plan.

It was discussed about using the same account as we use for our IRS and State Income Tax Deposits.

Ms. Harvey, stated she guessed it could be done but if something happened and more money was pulled than what we had in the account by someone it could cause problems.

Mr. Kirkpatrick stated that under the IRS regulations he thinks it has to be a separate account and we could call this new account Cleveland County Flexible Benefit Plan.

It was brought to the Board's attention that at some time there could be more claims than money that was in the bank account. Mr. Kirkpatrick stated that then the claims would not get paid but that at the end of March, 2003, the County could withdraw the remaining funds that are in Columbus, Georgia and deposit them in this new account.

Dorinda Harvey, stated that there was not that much money down there.

Mr. Kirkpatrick stated that the account would have to have an overdraft protection on it so the money could be taken out of another account and Ms. DeSelms stated she did not think that could be done.

Saundra DeSelms, asked why we are changing and Mr. Kirkpatrick stated that Flexible Spending in Columbus will no long waive the fees and it is going to cost \$5.00 per month per employee and the County can pass this on to them.

Chairman Skinner, stated that this probably needs to get approved by the State Auditors Office.

Donna Roberts asked if an employee signed up for flexible spending plan and it ends up costing the employee can the employee get out of it.

Robert Kirkpatrick stated yes if it is going to be something that is going to cost the employee. Denise Heavner stated that this is a benefit that is given the employees and if it is something that is going to cost them or the County then we may not be able to do it and asked when it needed to be decided.

Dorinda Harvey, County Clerk, stated that this takes effect January 1, 2003.

Ms. DeSelms asked about the people who have already signed up for this for 2003 if they are going to have to sign up again.

Mr. Kirkpatrick stated no they would not and that he would have options for the County. If worse case scenario would happen we will not have to do anything over. Mr. Kirkpatrick will take care of this he said one way or the other he does not want any chaos with the time frame being so short.

A discussion was held as to whether or not a special meeting would be needed.

Mr. Kirkpatrick stated that whatever needs to happen on the 23<sup>rd</sup> (next regular Budget Board Meeting) he would have it set up through his office if this has to be table again or any delays

he will take care of any of the fees that will go through Flex and go through AFLAC for another year.

Dorinda Harvey moved, seconded by Denise Heavner, to table discussion, consideration, and/or action to approve the change in AFLAC Flexible Spending Plan as Presented by Robert Kirkpatrick.

The vote was: George Skinner, yes; Dorinda Harvey, yes; Bill Graves, yes; Rhonda Hall, yes; Denise Heavner, yes; Leroy Krohmer, yes.

Motion carried.

Bill Graves moved, seconded by Rhonda Hall, to approve the following Transfers of Appropriation:

- a. From General Government Maintenance and Operation, R2, \$10,000.00, to District Attorney's Law Library, A4.
- b. From Highway General Maintenance and Operation, SA2, \$30,000.00, to Highway General Capital Improvement, SA3.
- c. From Assessor Re-Val Personal Services, HR1A, \$20,000.00, to Assessor Re-Val Maintenance and Operation, HR2.

The vote was: George Skinner, yes; Dorinda Harvey, yes; Sandra DeSelms, yes; Bill Graves, yes; Rhonda Hall, yes; Denise Heavner, yes; Leroy Krohmer, yes.

Motion carried.

Dorinda Harvey stated that a Thank You card (which she read) had been received from Nelda Gray for the flowers that were sent to her on the death of her fiance'.

Chairman Skinner stated that the County could not close on Christmas Eve as we have already reached our limit of days closed and it would be against the law. It will be left up to each office.

There being no further business to come before the Board, Bill Graves moved that the meeting be adjourned. Rhonda Hall seconded the motion.

The vote was: George Skinner, yes; Dorinda Harvey, yes; Bill Graves, yes; Rhonda Hall, yes; Denise Heavner, yes; Leroy Krohmer, yes.

Motion carried.