

**Jefferson County Commission
Finance Committee Meeting
Monday, November 22, 2021
Jefferson County Courthouse**

Called to order by Katy Huffaker.

Present: Katy Huffaker, Randy Bales, Greg Byrd, Jim Snodgrass, Mayor Mark Potts, Charles Tipton, Shane Johnson, Langdon Potts

Shane Johnston made a motion to accept the minutes from the Monday, June 15th 2020 meeting. Greg Byrd made a second and minutes were approved.

Item 1: Officer Elections

Chairperson: Mayor Potts nominated by Charles Tipton with a second from Shane Johnston.
Unanimous approval.

Vice-Chair: Katy Huffaker nominated by Randy Bales with a second from Shane Johnston.
Unanimous approval.

Secretary: Jim Snodgrass nominated by Randy Bales with a second from Shane Johnston.
Unanimous approval.

Item 2: Finance Director Resignation:

Finance Director Potts submitted a resignation letter to the Finance Committee.
Committee accepted.

Item 3: Selection of New Finance Director

Randy Bales made a motion to promote Jessica Elder from Deputy Finance Director to Finance Director effective January 1, 2022 with a second from Greg Byrd.

Approved 6- Charles Tipton, Mayor Potts, Shane Johnston, Greg Byrd, Randy Bales,
Jim Snodgrass

Abstain 1-Katy Huffaker

Item 4: Compensation discussion for New Finance Director

Compensation approval does not have to go before full commission if compensation of new director is less than current director. Langdon Potts commented that Jessica's current salary was at \$55k. She was stuck at her starting pay level under the current system. Mayor Potts asked if she had received any incremental salary increases. Langdon Potts replied she had only received the % increase as approved by the committee. Greg Byrd asked if we could hire internal for Jessica's replacement as Deputy Director. Langdon Potts replied two persons were available but only one of those were interested in the position. Langdon Potts also replied he had been working with the one interested but not sure if the person was ready for the Deputy Director role yet.

Randy Bales made a motion to for Jessica Elders compensation to be equal to the outgoing director with a second provided by Greg Byrd. Motion received unanimous approval.

Item 4: Finance Director Job Description

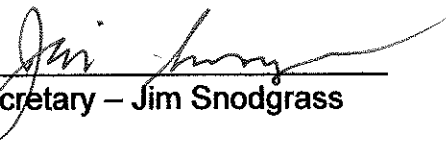
Langdon Potts provide a job description to the committee which he revised 5-6 years earlier due to vagueness and out of date duties. Katy Huffaker made a motion to accept the job description per TN Sate Code Ann. 5-21-107 Director Duties per County Financial Management System Act of 1981 with a second from Randy Bales. Motion passed with unanimous approval.

Ms. Elder attended the meeting and accepted the position.

Shane Johnston made a motion to adjourn with a second provided by Mayor Potts all in favor and meeting was adjourned.



Chairman – Mayor Mark Potts



Secretary – Jim Snodgrass