

**Jefferson County Commission**  
**Finance Committee Meeting**  
**Monday, April 25, 2022**  
**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, Jessica Elder

**Item 1: Mileage Reimbursement to follow the State of TN rate.**

Finance Director Elder proposed an update to the travel policy with mileage reimbursement changing from \$0.585 per mile to \$0.625 per mile to match the TN State rate.

Randy Bales made a motion to accept the increased rate with a second from Charles Tipton. Motion received unanimous approval.

**Item 2: Reimbursement for Commissioners who decline stipend payment**

Mayor Potts an expense reimbursement request was submitted by a commissioner in the amount of \$30.00. The expense was incurred because of a public record request from the commissioner to the school board. The commissioner requesting the reimbursement does not accept the monthly stipend for the commissioner position. Jessica Elder provided a brief history for a past reimbursement proposal for expenses up to \$200 but proposal failed. Jessica Elder also stated we do not have a mechanism for reimbursement and would likely fail an audit if provided a reimbursement for this instance. Charles Tipton asked if this information as gathered for business or personal reasons.

Randy Bales made a motion for no reimbursement for the \$30 expense with a second from Charles Tipton.

Approved 6-Charles Tipton, Mayor Potts, Katy Huffaker, Greg Byrd, Randy Bales,  
Jim Snodgrass

Abstain 1-Shane Johnson

**Item 3: Per diem vs actual on travel meals**

Finance Director Elder presented change proposal to Section A.3 Meal Reimbursement Rates. Changes include removal of the defined reimbursement rates of \$8.00 for breakfast, \$12.00 for lunch, and \$25.00 for dinner, removal of reimbursement on a per meal basis, removal of itemized receipts submission for reimbursement (covered in Section A.4), removal of tips to be included in the above reimbursement rates, and removal of meal reimbursements will only be made for trips with overnight travel (covered in Section C.1).

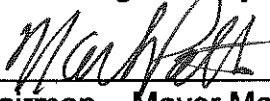
Randy Bales made a motion to approve with a second from Shane Johnston. Motion received unanimous approval.

**Item 4: Bids and Quotations Policy #3.2**

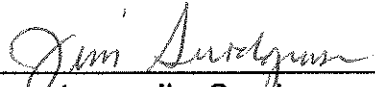
Finance Director Elder began the discussion stating Mayor Potts recommended a review of the policy. The current policy states all purchases in excess for \$30,000.00 shall be based on competitive bids per detail #1. Mayor Potts stated the state level is set at \$50,000.00. Ms. Elder commented the \$30,000.00 has been the past two years practice. Dr. Johnston stated the school board requires three (3) competitive bids for all purchases over \$10,00.00.

Dr. Johnston made the motion to approve the revisions as presented by Ms. Elder with the addition of requiring three (3) competitive quotes for all purchased exceeding \$10,000.00 up to \$24,999.00. A second was provided Greg Byrd. Motion received unanimous approval.

Randy Bales made a motion to adjourn with a second provided by Katy Huffaker all in favor and meeting was adjourned.



Chairman – Mayor Mark Potts



Secretary – Jim Snodgrass