



County Council Committee Minutes

Personnel and Finance Committee February 18, 2019

The Personnel and Finance Committee of Spartanburg County Council met on Monday, February 18, 2019, in County Council Chambers of the County Administrative Office Building. In compliance with the Freedom of Information Act, notice of this meeting was provided in advance to the local news media and other interested parties. The following were in attendance: Honorable Bob Walker, Chairman; and Honorables Whitney Farr and Jack Mabry, Committee Members; along with Honorables Manning Lynch, David Britt, and Roger Nutt, Council Members. Also attending were Cole Alverson, County Administrator; Jim Hipp, Deputy County Administrator; John Harris, County Attorney; and Ginny Dupont, County Attorney. Honorable Michael Brown, Council Member, was absent.

I.

Chairman Walker called the meeting to order.

II.

- A. Mr. Stan Halliday, McAbee, Schwartz, Halliday & Co., presented information on the results of the Annual Financial Audit (Fiscal Year 2018). The presentation, the Auditors' Communication Letter, and the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2018, are included in backup. Spartanburg County received the Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year ended June 30, 2018 for the 25th consecutive year. The County ended the year with a positive variance to budget of \$7.8 million and an undesignated fund balance of 20.6%. Management had committed to Council a couple years ago to raise the General Fund undesignated (unassigned) fund balance to 20% of revenues. Last year (FY17), the fund balance ended in the 20% range. Management has achieved the 20% goal again this year (FY18).
- B. Mr. Murray Glenn, Office Administrator, presented information in reference to a request from the **Solicitor's Office** to reclassify Position #847, a vacant Administrative Secretary position (Grade 4375), to a

Victim Witness Coordinator position (Grade 4575). The two positions are currently vacant. The salary difference will equate to nearly \$2,900. Mr. Glenn proposed using the state-funded caseload equalization funding in the Solicitor's Budget to cover the difference. Motion made by Farr to approve reclassification request. Motion seconded by Mr. Mabry and carried.

- C. Mr. Kevin Stiens, Parks Director, presented information in reference to a request from the **Parks Department** to add a Senior Park Maintenance Tech position in the Parks Maintenance Division. The Graphic Designer/Webmaster position that was in the Parks Department was transferred to the IT Department. The savings from the transfer of the Graphic Designer/Webmaster position to the IT Department provides the funding needed for the Senior Park Maintenance Tech position request. The position requested is a lower grade than the position which transferred to the IT Department resulting in a savings of approximately \$6,000 per year. Motion made by Mr. Farr to approve reclassification request. Motion seconded by Mr. Mabry and carried.
- D. Updated financial data and personnel vacancy reports were received.

Meeting adjourned.