

Shelby County Board Legislative Committee Meeting Agenda for 4/18/23 Zoning Office-6:00pm

This meeting was live streamed via the county video/audio equipment purchased and can be viewed on the Shelby County YouTube channel.

Jeremy called the meeting to order at 6 pm

- 1. Roll Call** – Jeremy Williams, Cody Brands, Julie Edwards, Martha Firnhaber
Absent – Heath McCormick
- 2. Public Comment** – Austin made a comment about understanding there is potential for fraud and comes down to integrity of the person holding the card. Fraud can happen with an open account as well. Then he had to leave.
Erica Firnhaber – new SA has handled many cases related to credit card fraud and payroll and credit card fraud are the top two sources of fraud.
- 3. Recommend to Full Board Adoption of County Credit Card Policy** – Rob sent revised the citing of a case and sent revised copy to the Chairman. Cody – asked if Dive and Rescue will have to check out the card from Treasurers office. Erica mentioned the WEX fuel cards may not fall under this credit card policy. Cody asked Sherriff McReynolds if his dept. uses WEX card and he said yes. Cody asked if there is a fee on the WEX cards. Sherriff McReynolds is not sure. Jeremy and Erica do not believe there is a fee on the WEX card. Cody mentioned finding credit cards that do not have annual fees. Jeremy noted the WEX cards allow sufficient time to pay were our 30 days plus to approve bills is not an issue. Cody asked if current outstanding cards will be collected and canceled and replaced. No one present was certain. Erica mentioned County Highway Dept opened a card with \$10k limit but it has been “put away” until a new engineer is hired. Julie asked what the current policy is or how a county employee gets a card. Unknown which is part of the problem as there are unknown accounts. This has been a finding in previous audits as something that needs to be addressed. Julie says makes sense to her to be applied for in one central area so there are not random people in departments applying for cards. If have a policy in place and someone applies for a card outside of the policy there are consequences. Jeremy asked who pays the credit card bills – Jessica does through accounts payable. Erica mentioned her department does not need a credit card most likely unless used for pre-paying a registration for a seminar or training or something. Martha – one concern is when Finance committee reviews accounts payable we are sometimes missing receipts and sometimes missing statements.
Jeremy has concerns with Item 2. Card holder responsibilities item 1 – the checking out of the credit card from Treasurers office.... (Jeremy read the language). Julie is not in favor of this item and Jeremy has concerns with it as well. There is a reason it is in there and he understands it but he feels like the cards being stored in one place is treating department heads like they are 5 year olds. Julie believes it sends a message of a lack of trust to keep the card or use it properly. If she were a dept head she would feel that way. Jeremy said if there is misuse and appt official then should be dismissed and if elected then prosecuted. Jeremy is not okay with Sherriff

McReynolds having to go to Treasurer to get his credit card for use. Jeremy thinks cards should be kept in the respective offices. Martha – all credit card accounts should be accessible by the County Clerk but Erica said Treasurer should have access to accounts online because she is keeper of the funds. Julie – if centrally issued then there would be access to the accounts. Erica said that Rob doesn't want a credit card in his office. Check it out and use it for permissible and pre-approved purposes. Jeremy said some department heads will want their own card and they should be able to keep it. Martha – I think the purpose of the credit card is to have 2-3 for the county as a whole rather than having a card or two per department. This limits the number of cards that are issued in the county name. Julie spoke to Brad Hudson of Animal Control and he uses the card to buy supplies, etc. Julie thinks assessing this per department may be worthwhile as some departments may have more of a use. Erica said there have been times that personal purchases are being made and then reimbursing the county and that is illegal. Jeremy said keeping cards in Treasurers dept will not fix that. Martha – for repeat purchases may be easier to set up an account with the vendor rather than use credit card. Cody – if set up an open credit account there should still be dual checks and balances. Jeremy – why would we not get exactly one credit card for the county and have it in one office and make purchases via that card. Sherriff McReynolds said his dept needs access 24/7 to a credit card. Julie – not our job to tell departments how to spend their money. Cody – the courthouse is 8am – 4 pm so everyone is there so if someone is checking it out then it should not be an issue. Julie said there are times when two people may need the card at the same time. Julie again stated she does believe the credit cards should be issued out of a central place – the Treasurers office. Cody – what do we do with currently issued card and Julie thinks the outstanding cards should be turned in and then go through the accessing area. Cody – Sherriff goes through Shelby County State Bank. Cody saying we should choose where we are going to name a bank as “the” bank we use. Julie asked Austin (he came back) where his card is with and he said he doesn't have one but wants to get one. Julie asked how any county official or employee can just get a card in their name. Erica mentioned the previous SA having a credit card issued in her name. Erica mentioned that if an official gets a card in their name and racks up points for air miles or hotel rooms, etc. and uses them based on purchases made with county funds is illegal. Erica said it is each dept head is responsible for the use of the card in their dept. Cody – might add if Treasurer now doesn't want a credit card future Treasurer should be able to make that decision. Erica said Christian County has a county card not to specific dept and each card has a spending limit and based on what it is being checked out for the Christian County Treasure knows which card to give the person checking it out. Julie – said if we have a policy it has to be county wide. Erica mentioned once we have a policy if someone applies for a card outside of the policy then they are held accountable. Erica mentioned when one elected official retires or does not run again then they turn in their credit card and the newly elected official can go through the process to get a new card in their name. Martha asked Austin why a credit card is needed now if the Dive team has been working without it. Austin said if he goes online he can get a dry suit for about \$2,300 but if he goes to Effingham or Decatur or to a vendor the dry suit costs about \$500 more doing it that way. If he can search online and make purchases it allows him to make lower cost purchases. Cannot do that without a credit card. He has used his personal credit card in the past and been reimbursed where if he had a credit card it could be purchased directly.

Jeremy – Section 5 Authorization for Credit Card item 7 – “I agree to surrender the County Credit Card upon command of the Treasurer. Erica said that would only happen if there was a review of credit card account online and see things that should not be going on. Erica mentioned before that would happen there would already be a call to the bank having the account shut down. Julie said as of now with unknown cards issued to county officials there is no way for the appropriate person to be able to shut down the account. Erica – without having centralized credit cards people can make purchases with the card and pay it back to the credit card company and the county never know it. Julie – asked what the goal is now. Jeremy said given the amount of discussion and the fact the author of the policy is not here Jeremy would like to see it tabled until Rob can be here as the author. Julie would like to have another meeting to discuss again to get it presented to the board at the May meeting as it is important. Martha – this needs cleaned up from a typos, caps and consistencies. Martha – when we do adopt this policy will all outstanding cards need to be turned in and canceled and then go through the process the policy lays out – YES. Julie – all cards need to be through the same institution – Shelby County State Bank. Jeremy is made the motion to Table – Julie seconded – no discussion. All in favor no nays and motion carried.

Discussion to have another Legislative Committee meeting prior to the next county board meeting to try to finalize the Credit Card Policy for presentation to the board. Scheduling a meeting for Thursday, May 4th at 4:30 pm in Zoning office.

4. **Assignment of committee personnel to investigate Establishment of Social Media Policy** – Dave Woods has a boilerplate policy he handed out. Jeremy is looking for someone to work through this and adjust to our needs. Judge Ade-Harlow mentioned this should be discussed with dept heads. Some defendants use social media for contacting attorneys, presenting information. Probation and Sherriff for example use it for investigation. Judge suggested Sherriff McReynolds and Heather Wade review it to be sure that the policy does not prohibit their use of social media in their work. Judge Ade-Harlow mentioned there was discussion in about 2015 and the board at the time wanted nothing to do with it. Dave Woods said that was correct and at that time there was hardly anyone using FaceBook. Dave mentioned the board did not want a Shelby County FB page and Judge Ade-Harlow responded stating they did not want a Social Media policy if she recalls correctly. Jeremy asked their reasoning and the Judge said she did not ask. Jeremy asked Julie if she wanted to look in to a Social Media policy and she said, she doesn't really know why are we putting our toe in the water to the need for Social Media Policy? Charles from Mytec pointed to the camera video live streaming this meeting and said we are already dipping our toe in the water by livestreaming meetings. Julie asked if a policy is just talking about use of county equipment for social media? Julie said everyone is going to use their phone for social media and no one is going to go on their computer and use FaceBook. Dave Woods told her she would be surprised, you would absolutely be pissed, let me tell you, you would be pissed if you knew what all the internet was used for in this building. Jeremy asked if he meant on county equipment and Dave responded, “you bet” and Jeremy asked “not just on their phones” and the response was “you bet” again from Dave and a “yes” from Charles. Dave said he could share the log anytime the committee wants to see it. Julie said let's not make some

problems until we fix some others and agreed she and Martha would look into a social media policy. Dave said the policy drives consistency in the use of logo, addresses, etc. so everyone is using the correct logos and information. The policy does not restrict anything. Dave will send the boilerplate policy as a word doc. Julie and Martha will work on this.

5. **Recommend to Full Board Implementation of new County Phone System** – Dave has numbers from Consolidated. Right now spending \$3200 a month as is. If we switch everything over to ProConnect which is VOIP our monthly expenses will drop down to roughly \$2000 which is a savings of about \$1,200ish a month. All court house offices, zoning, EMA and Sherriff. If Animal Control went with this the monthly bill would go from about \$170 a month to \$120. Highway Dept has been on VOIP system since about 2020. The POTS lines were never removed so Dave will work with their rep to get the POTS lines removed which will save roughly about \$300 a month for the Highway Dept. Dave has not talked to Steve Melega just yet. The Health Dept building does not have fiber at this time but that can be added. Right now talking about doing the Court House and Sherriff's office only at this time. Other offices – Zoning, EMA, Highway, Health can be added as we move along. Went through the proposal and cost for switch replacement in Sherriff's dept would be \$6,988.94 and switch replacement for courthouse would be \$9,611.85 and those costs would be recouped in 13 months based on the monthly savings. Judge Ade- Harlow has concerns with the phone model. Dave said it is the software program that has caused issues in the past not the phones themselves. Judge has spoken to another county that did have issues. Cody – asked how long does it take to do the switch replacement and will Sherriff lose phones for a period of time. No loss of communications during switch over. Discussed some of the features of various phones and add-ons. Dave said he spoke to each dept regarding what they wanted/needed.

Jeremy – potential concerns have been raised about hardware. Other options? Consolidated can get Cisco phones but more expensive and have issues. Used to use Yalink phones but made in China and found out there were issues. Before moving forward Jeremy wants to know this will be sufficient for what the Judge wants. She said sufficient. She said the phone is not the issue the software has been the issue. Mr. Hanlon told the Judge he cannot make a call out of his office and has to go to another phone in the court house and Erica said when you call the SA office it hangs up on you when someone picks up. Dave has 194 phones in Shelby County State Bank could talk to them. Charles said Mytec's Solutions said their reputation is on the line and they have hundreds of these phones with customers that do not have issues. Jeremy asked if the phones in the other county that has issues could potentially have different software and Dave and Charles said – absolutely. Jeremy wants confirmation that the software on these phones if we go this route is not the same. Discussed cordless phones and headsets and those things can be done based on individual departments wants and needs. Dave said we would be leasing these phones so if one breaks or isn't working we call Consolidated and they are here within a couple of hours with replacement because we are leasing the phones rather than buying them.

Martha made the motion to recommend to the full board to implement the new county phone system upon confirmation from Dave that Montgomery County's phones that the Judge has

heard has issues is utilizing a different software program. Cody seconded. Judge gave Dave the information for Montgomery to contact and discuss the software. Judge asked about adding conference calls and Dave said that it can be done. Jeremy called to vote – all ayes and no nays. Motion passed.

6. Adjournment Julie moved to adjourn with second by Cody. All ayes no nays. Meeting adjourned at 7:39 pm.