

**FINANCE COMMITTEE
MINUTES OF MEETING
March 20th, 2018
5:30 P.M.**

Present: Derek Kennedy, Glenn Hutto, Stan Smith and John Watley. Also present: Jerry W. Taylor, Lanny Parker, Richard Phelps, Shorty Matthews and Lane Rugg.

Mr. Kennedy called the meeting to order. Mr. Watley led the group in prayer.

Motion Mr. Hutto, seconded by Mr. Watley and declared adopted by unanimous roll call vote of the Committee to approve the agenda as written.

Motion Mr. Watley, seconded by Mr. Hutto to approve the minutes of the March 5, 2018 meeting. Motion carried unanimously.

The Secretary/Treasurer addressed the committee concerning Homeland Security Director Greg Gossler's salary. The previous Homeland Security Director would bill for his own salary using an advanced payment option. This created more paperwork in order to get reimbursed. Upon receipt of the funds the jury would process his payment. Sometimes the funds weren't received in a timely fashion and the director would have to wait to get paid. Mr. Gossler has indicated that he would like to be paid through the jury and then the jury submit the reimbursement request. The monies Mr. Gossler receives are funded through grants. Mr. Gossler is considered a part time employee and is not entitled to benefits. The jury would not be out any money. **Motion Mr. Watley, seconded by Mr. Hutto to recommend to the full jury to pay Greg Gossler, Union Parish Homeland Security Director, out of the general fund and submit a payroll register to GOHSEP for reimbursement. Motion carried unanimously.**

Mr. Kennedy addresses the committee and states that Mr. Goodman, Payroll Plus, is here to answer any questions the supervisors or committee members might have. Richard Phelps, Landfill Superintendent is concerned with the landfill internet connection and will the speed be fast enough for the time clock. Mr. Phelps states that the internet connection is very slow and it is already difficult to process purchase orders through GFA. Mr. Goodman suggests that if the internet connection is a big issue then manual time sheets can still be kept. In order to process the payroll, the supervisor or a designee would have to input the time in the computer. Mr. Phelps states that Gwen is busy weighing trucks all day and processing purchase orders and may not be able to devote additional time maintaining written time sheets and inputting into the computer. Mr. Goodman suggested a biometric clock for the road department. The employees would use a five-digit code before scanning their fingerprint. The five-digit code is needed because sometimes prints are so close to being identical that it could clock the wrong person in.

Mr. Hutto asks Mr. Rugg what procedure they follow when getting called out at night. Mr. Rugg states that they are on the clock as soon as they leave the house. Most of the time the shop is not open so there would be no way the employee could clock in. Mr. Goodman says he has a biometric clock that can be used outside. The outside clocks are approximately \$1,100 and the protective housing would cost extra. Mr. Goodman states

that if employees don't come to the road barn then their time could be manually entered the next day by the supervisor or a designee.

Mr. Goodman states that once his office receives the payroll documentation he will process the payroll no matter what. At this point he is assuming that the supervisor has checked for missing punches/time entered and has signed off on the payroll.

The Secretary/Treasurer asks what day the payroll needs to be submitted in order to get paid on a Friday. In order to process direct deposit Mr. Goodman needs a five (5) day window. If that is not an option then Payroll Plus can process the payroll and the payroll specialist will send the police jury a form telling how much their payroll is and the jury can wire the funds to Payroll Plus. Paper checks are cut directly from the jury's account. Paper checks are printed in Monroe and can be picked up or delivered via Federal Express or UPS. There is a \$12.00 two (2) day UPS or Federal Express fee. Three days are required to process the paper checks.

Mr. Goodman states that if the Secretary/Treasurer provides a chart of accounts then a programmer could possibly create a file that could be imported to GFA and the appropriate fund would be debited. There will be an additional expense for this and Mr. Goodman is not sure how long this will take nor does he know the cost. Software and Services will have to be contacted to see if this is an option in GFA. Mr. Goodman also states that Payroll Plus will hold out all payroll deductions and mail all the deductions with the exception of any insurances that are being held out. Someone at the police jury office would still have to reconcile the insurances (Allstate and Guardian) and then remit payment. Payroll Plus will mail the deductions out every pay period and not once a month. He is not sure whether this will create a problem for garnishments or child support. Normally, those are mailed once a month.

The supervisors and administration people will be trained and if employees need training then that will be included in the price. It will take a lot of time to set this up and it can be implemented in steps. The Police Jury and Detention Center are two separate companies and as such one company could be implemented before the other. Payroll could be paid through the grid system which is an excel spread sheet that the supervisors would have to input the time into. After that the time and attendance could be implemented. Mr. Goodman recommends implementing payroll with time and attendance at the same time.

The total package cost for the police jury and detention center is \$17,632 a year. The price will fluctuate depending on the number of checks. The price quoted is for 60 employees per company. The figure quoted does not include implementation, accrual scripting or hardware.

The other option the jury is considering is Kenneth Folden & Co. Mr. Folden is a CPA in Jonesboro and has done work for the jury before. Mr. Folden reconciled the payroll account after it had been unreconciled for three plus years and is familiar with how the payroll accounting/funds are set up. Mr. Folden also oversees the preparation of the jury's financial statements and notes. Mr. Folden will pay the garnishments, prepare/file tax forms and prepare W-2's and any other documentation associated with payroll. His company will also maintain the leave balances and accruals. If Folden & Co. were chosen then the time sheets would be prepared as usual, approved by supervisors and

then scanned to Folden & Co. for processing. Mr. Folden could process checks in one (1) day. Folden & Co. would be responsible for entering the information into their software. Mr. Folden would supply the necessary journal entries for the Secretary/Treasurer. Folden & Co. quoted an hourly price of \$80.00.

**Motion Mr. Watley, seconded by Mr. Hutto to table this matter until a future date.
Motion carried unanimously.**

There being no further business to come before the committee, Mr. Kennedy declared the meeting adjourned upon motion by Mr. Hutto and duly seconded by Mr. Watley on this the 20th day of March, 2018.

**Derek Kennedy, Chairman
Paula Strickland, Secretary-Treasurer**