

**FINANCE COMMITTEE
MINUTES OF MEETING
March 5th, 2024
2:00 P.M.**

Present: Russell Wade, Ben Bridges, Curtis Moses and Mike Holley. Absent: None. Also present: Nathan Pilgreen, Glenn Hutto, Jeremy Hobbs, Brenda Abercrombie, Andrew Ford, Jr., Chris Strickland, Danielle Harkins, Luke Britt and Brandon Norris (LNB).

Mr. Wade called the meeting to order. Mr. Holley led the group in prayer.

Public Comments were held on agenda items. There were no public comments.

Motion Mr. Bridges, seconded by Mr. Moses to approve the agenda as written. Motion carried unanimously.

Motion Mr. Moses, seconded by Mr. Holley to approve the minutes of the February 21st, 2024 meeting. Motion carried unanimously.

A lengthy discussion was held regarding the Union Parish Police Jury 2024 Wage Increase proposal. **Motion Mr. Holley, seconded by Mr. Bridges to recommend to the full jury to accept the Union Parish Police Jury 2024 Wage Increase proposal with the changes made. Motion carried unanimously.**

A brief discussion was held regarding policy changes for purchase orders, equipment bidding and routine goods and services.

Mr. Wade had previously submitted the following purchase policy addendum:

“Purchase order requests should go to the Secretary/Treasurer for any purchase over \$2,500. Upon approval, the purchase order request will be issued by the Assistant Secretary/Treasurer. Purchase orders will be signed by the President or Finance Chairman.”

Motion Mr. Bridges, seconded by Mr. Holley to recommend to the full jury to amend the purchase order process with the \$2,500 threshold and approval from the Secretary/Treasurer. Motion carried unanimously.

Mr. Wade had previously submitted the following equipment purchasing addendum:

“Equipment purchase requests by heads of departments such as landfill, roads, airport, courthouse, etc. should be forwarded to the secretary/treasurer with specs. The committee to which the purchase pertains, such as landfill, airport, roads, courthouse, etc. will determine if the purchase is warranted. The equipment committee will then request that bids be advertised by the secretary/treasurer. Purchases for such equipment should also be in the budget. If a purchase is to be made outside of the budget, the purchase must be approved by the finance committee prior to purchase. Bids are to be delivered to the secretary/treasurer by hand or mail and be sealed until a bid opening is called by the equipment committee chair. Purchases of equipment must be approved by a majority vote of the committee and by a majority vote of the entire jury.”

Motion Mr. Holley, seconded by Mr. Bridges to recommend to the full jury to amend the equipment bidding process. Motion carried with Moses opposing.

Mr. Wade also presented an addendum to the goods/services bids process which states the following:

“Goods and services bids such as contract trucking, road maintenance, bush hogging, spraying of roadways, culverts, gravel, rock, asphalt, hot mix, cold mix, emulsions, or any other goods and services used on roads, bridges, drainage, buildings, or any other property under the jurisdiction of the Jury or any of the like requested by the heads of departments such as landfill or roads should be forwarded to the secretary/treasurer with specs. The committee to which the purchase pertains will determine if the purchase is warranted and request that bids be advertised by the secretary/treasurer. Purchases for such goods or services should also be in the budget. If a purchase is to be made outside of the budget, the purchase must be approved by the finance committee prior to purchase. Bids are to be delivered to the secretary/treasurer by hand or mail and be sealed until a bid opening is called by the respective committee chair. Purchases of goods and services must be approved by a majority vote of the committee and by a majority vote of the entire jury.”

Motion Mr. Bridges, seconded by Mr. Moses to recommend to the full jury to amend the goods and services bidding process. Motion carried unanimously.

The Secretary/Treasurer presented the February Revenue and Expenditure Report to the Finance Committee. The Revenue and Expenditure report shows a budget to actual comparison.

The Secretary/Treasurer highlighted the General, Road Maintenance, Airport, Detention Center, Sales Tax and Collection funds.

- Two interfund transfers for February
\$15,000 to the Airport as per the 2024 budget
\$300,000 to the Landfill as per the 2024 budget
- Blue Cross Health Insurance for the month was \$91,976.04
- Interest paid from LNB, LAMP and Origin accounts
- Overtime for Road/Landfill
- Opioid Abatement funds (\$132,445.24) received in 2023. A brief discussion was held with regards to these funds. Judge Hampton and Judge Rogers have both inquired about these funds.
- FLAP reimbursement - \$6,342
- UPDC - \$215,665.73 for state funds. There were no payments for the Transitional Work Release Program during the month of February.
- Sales Tax 13 - .01 sales tax for the month generated \$275,092.46
Tipping Fees - \$258,903.13

No action taken.

There being no more business to come before the committee, Mr. Wade declared the meeting adjourned upon motion by Mr. Moses and duly seconded by Mr. Holley on this the 5th day of March, 2024.

Russell Wade, Chairman
Paula Strickland, Secretary/Treasurer