

## ADAIR COUNTY COMMISSION MINUTES TUESDAY, JANUARY 12, 2016

They would like to have the Training/Safety supplies increased to the \$6500 they requested. They came in low last year because they were not able to send all of their employees to the trainings needed due to a shortage of manpower. They do have mandatory trainings this year that will need to be completed in addition to an increase in required training hours. In the past they had a requirement of 48 hours over a three year timeframe. This year the MSA had increased the mandatory training to 24 hours a year.

Mr. Hurt wanted the Grants and LERF numbers put back into the budget. They want something budgeted on those lines as a placeholder because when some of the grants come in they have a very small window of time to complete them, such as DWI grants. The time it would take to submit the paperwork for a budget amendment and to get everything approved, especially if it came in after hours, on a weekend, or when the Commission was not available, would delay the process. Commissioner Pickens said that it is being done across the board that way due to paperwork issues that have arisen in audits and dealings with other offices. Sheriff Hardwick said that he didn't understand the issue, paperwork is always submitted to the County Clerk's office and yet they were asked for additional copies on more than one occasion. Ms. Miller said that when paperwork is submitted to payroll, that paperwork is filed with payroll and is not the same as the grant files. Sheriff Hardwick said that is a procedural problem in that office then. Ms. Miller said that the award paperwork is supposed to be filed with Mrs. Collop before the expenditures are made. Mr. Hurt said that he has discussed the issue with the County Clerk's office and will be submitting the paperwork to both Mrs. Collop and payroll. Sheriff Hardwick said he had called the Auditors and they said that if he had a history of getting the grant then it should put into the budget at the beginning of the year so the expense line is available as soon as they are awarded. Commissioner Adams said that if the line is budgeted and the grant does not come in, then they could spend the money anyway because it was appropriated. Sheriff Hardwick said he couldn't do that because grant money is very specific. Commissioner Adams explained it again and Mr. Hurt said he understood what he meant, because the budget line is available they could use the money if there were no grant funds issued. Ms. Miller said the money he requested for LERF is still budgeted, but it is in the LERF Fund. According to communication from the Prosecuting Attorney, the statutes do not allow for a transfer from the LERF Fund into the Law Enforcement General fund. If any funds are to be expensed they will have to be directly from the LERF Fund with LERF Board approval. Mr. Hurt asked how they would submit the payment request. Ms. Miller said that he would submit a blue sheet against the LERF fund along with proper documentation of expense approval from the Board. He said he did not receive a copy of the LERF fund in the proposed budget papers he picked up on Friday. Ms. Miller said that was her oversight and would get them a copy.

This brought up the issue of using the appropriate lines for expenses and not shifting the expenses to other lines. He makes the budget process harder because you don't know the exact amount spent on items if they are on different lines. The example used was the Taser guns taken out of fuel. The sheriff got defensive and asked if all of this is because he bought guns without getting the commission's permission. He was told that was not the case, he had the money in the bottom line of his budget and he could do that. The point is to use the appropriate lines in order to make the purchases so they the commission and the budget officer know the actual expenditures for the budget process the next year. This year they had to adjust the numbers in some line items to the actual amounts because other things were purchased with those funds.

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ATTEST:

          
County Clerk

                                  
Presiding Commissioner