

**At a Finance Committee Meeting of the Board of Supervisors
Held in the General District Courtroom
Thursday, September 12, 2024 at 4 pm**

COMMITTEE MEMBERS PRESENT

Phyllis T. Tolliver
Steve E. White

COMMITTEE MEMBERS ABSENT

C. Eric Fly, Sr.

STAFF PRESENT

Richard Douglas, County Administrator
Deste J. Cox, Treasurer
Stephanie Daniels, Accounts Payable Clerk
Ernest Giles, Sheriff
Jessica Kessinger, Sheriff's Office
Kelly W. Moore, Finance Director
Titiana D. Nicholson, CSA Coordinator
Regina Sykes, Commonwealth's Attorney
Gary Williams, Circuit Court Clerk
Shilton R. Butts, Assistant to the County Administrator/
Clerk to the Board

Item 1. Call to order/Determine Quorum

Chair Tolliver called the September 12, 2024 Finance Committee meeting to order.

Item 2. Invocation

There was no Invocation offered.

Item 3. The Pledge of Allegiance.

The Pledge of Allegiance was recited by all.

Item 4. Agenda Amendment

There were no agenda amendments.

Item 5. Approval of Agenda

ON MOTION OF SUPERVISOR WHITE, seconded by SUPERVISOR TOLLIVER and carried:
RESOLVED that the Sussex County Board of Supervisors Finance Committee hereby approved
the September 12, 2024 agenda as presented. All Committee members present voted aye.

Item 6. Sheriff's Request – Discussion of Invoice Processing with the Finance Department

Sheriff Giles stated that it isn't anything personal. It's business.

Sheriff Giles advised of issues of paying bill and the timeframe of accounts payable receiving invoices. There was discussion of snail mail.

There was also discussion of request of additional information by the Finance Department.

There was discussion of providing necessary documents needed for processing.

There was discussion of large credits. It was noted BSV Bank Credit Card and payment by statement, not invoices.

There was a brief discussion of the updating of a W-9 Form due to vendor changing.

There was discussion of \$27,375.93 for five invoices paid to Haley Ford.

There was discussion of the Bright Associates, Inc. and finding a financial system for ACH payments. It was noted that vendors would have to set up accounts.

Ms. Moore and Ms. Kessinger are to set up a conference call with the bank to resolve credit card payment issues and reconciliation discrepancies.

Finance Department are to provide copies of fiscal policies, including P-card/credit card policy, Procurement and Travel policies.

Finance department to prepare a recommendation for the Board of Supervisors to appropriate Sheriff's FY24 funds back from FY25 budget in October.

Sheriff's department and Finance to improve communication and work together on resolving invoice payment issues.

There was discussion to explore options for electronic payments to vendors to avoid mail delays and lost checks.

Finance Director Moore advised the invoices are processed once a week. Deadline for invoices are Wednesdays, 12:00 Noon.

Gary Williams, Circuit Court Clerk, requested to speak regarding a \$5,000 raise for a Circuit Court employee. It was noted that all salaries request were removed from the budget. Administrator Douglas advised to submit a request in writing for consideration.

Item 7. Recommendation to the Board of Supervisors

The Finance Committee recommended appropriate FY24 monies back to FY25 budget in October.

Item 8. Adjournment

ON MOTION OF SUPERVISOR WHITE, seconded by SUPERVISOR TOLLIVER and carried: RESOLVED that the September 12, 2024 Finance Committee meeting hereby adjourned at 5:10 p.m. All Finance Committee members present voted aye.