**Minutes**
**York County Council Workshop**
**November 14, 2022**
**1070 Heckle Boulevard, Rock Hill, SC**
**Large Conference Room**
**6:00pm**

The York County Council met on the above date for a York County Council Workshop at 6:00pm located at 1070 Heckle Boulevard, Large Conference Room, Rock Hill, South Carolina. The following Council members were present: Vice-Chairman Robert Winkler, Council member Tom Audette, Council member Allison Love, Chairwoman Christi Cox, and Council member William "Bump" Roddey. Also present were County Manager, David Hudspeth, Assistant County Manager, Mike Moore, Assistant County Manager, Kevin Madden, County Attorney, Michael Kendree, and Clerk to Council, Karen Brogdon.

Chairwoman Christi Cox called the meeting to order.

Lieutenant David Frye with the York County Sheriff's Department provided an update regarding the homeless population in York County. Lieutenant Frye reported that the Sheriff's Department has been working diligently on this issue since November 2021, in conjunction with the Catawba Area Coalition for the Homeless and Pathways. They are making progress but they are at a point where they would like additional direction from County Council.

Lieutenant Frye requested that County Council work more closely with the City of Rock Hill and other municipalities within York County to create a better-coordinated effort to address the homeless and the issues that come with it.

- Expand the meeting to include York, Clover, Fort Mill, and Tega Cay
- Discuss their individual situations, needs and current resources
- Develop a coordinated effort to address the issue
- Incorporate our local non-profits and service providers into the mix
- Get accurate counts on the number of homeless in comparison to shelter/bed spaces and decide upon future needs
- Develop both a short range and long range plan

Lieutenant Frye also requested that a position be created that would not only work on this as a single point of contact but could also be the county's liaison with Pathways, CACHE, United Way, City Governments and other organizations to provide a well-coordinated effort to manage the quality of life issue that affect the County.

The Committee is in agreeance that this is an issue that needs to be addressed. They requested additional information, such as more accurate numbers. Where are the individuals coming from? Where is the largest homeless population? How did they get to York County?

Lieutenant Frye stated that there would be a PIT Count held on January 25th that is organized by HUD and Pilgrims Inn assists, more accurate information can be provided at that time.

Tim Grow and Melissa Monahan with Elliott Davis provided an Independent Summary of Findings regarding the audit of the special fire tax districts:

The seven special fire tax districts subject to this engagement are:

Bethel Fire District
Bethesda Fire District
Flint Hill Fire District
Lesslie Fire District
Newport Fire District
Oakdale Fire District
Riverview Fire District

**Payroll and Human Resources Review**

Overall, the controls and processes over payroll and human resources across the districts are inconsistent. The inconsistencies include differing payroll providers, payroll processing and payment procedures, and funding requests from the County.

**Expenses Review**

The controls and processes over procurement, purchases, payables and payments across the districts are inconsistent. The inconsistencies include level of oversight and review of bank accounts and transactions, recording transactions to a general ledger, and approval processes.

**Revenues Review**

Overall, the controls and processes over revenue, receivable, and receipts across the districts are inconsistent. The inconsistencies include segregation of duties, lack of recording to a general ledger and lack of proper reporting to the County.

**Budget Review**

Of the 7 districts, 6 districts provided evidence supporting the preparation, approval and submission of an annual budget to the County. 1 district did not provide enough evidence to support their preparation and approval of the budget, however correspondence from the County supporting a budget was submitted.

**Board Oversight**

Of the 7 districts, 5 districts provided meeting minutes supporting meetings are held. None of the districts post meeting minutes to the York County website consistent with the County's practices.

The Committee would like staff to create Standard Operating Procedures for the special fire tax districts based upon the recommendations that were provided by Elliott Davis:

- Payroll/Human Resource Recommendations
    - Formal controls and procedures over human resources and payroll are adopted by all Districts, consistent with those of the County

    - A formal process for establishing pay rates is adopted by each District, consistent across all Districts and with the practices of the County
    - A single payroll provider is used
    - Payroll is funded, paid and processed consistently across all Districts
    - Benefits are consistent with those of the County
    - Payroll registers and bank statements must be reconciled and submitted to the County on a regular basis for proper recording
    - Cash on hand designated for payroll must not exceed a set amount, agreed upon by each District and the County
- Expense Cycle Recommendations
    - Formal controls and procedures over expenditures are adopted by all Districts, consistent with those of the County
    - All non-recurring purchases are made by the County
    - Recurring expenditures (i.e. Fuel, utilities) paid by the District, must be paid and processed consistently across all Districts
    - All expenditure detail must be reported to the County on a regular basis for proper recording
    - All long lived assets, including buildings, vehicle, and equipment are recorded and accounted for by the County
- Revenue Cycle Recommendations
    - Formal controls and procedures over revenues are adopted by all Districts, consistent with those of the County
    - A formal policy over banking and cash management is adopted by all Districts, consistent with the County's practices
    - All bank statements must be reconciled monthly and submitted to an independent party, i.e., Fire Serviced Director, for review
    - Cash on hand, from all sources, must be reconciled with the budget and County records regularly
- Budget Cycle Recommendations
    - Formal controls and procedures over the budget are adopted by all Districts, consistent with those of the County
    - A budget must be maintained for all revenue sources
- Board Oversight Recommendations
    - All Board minutes are uploaded to the York County website
    - Board meeting schedules are posted to the York County website
- General Recommendations
    - Policies and agreements are examined for consistency and cost efficiency across Districts
    - A formal policy on District non-profits and other created entities is adopted by the Districts and the County that concludes all non-profits or entities created for the sole benefit of the Fire District are to be subject to the same oversight, controls, and procedures as the individual Fire Tax Districts.

Brief discussion was held regarding the proposed Fire Stipend Program. Council had concerns regarding the proposed paid per call program and the lack of incentives for training. Council would like staff and management to revisit this topic and come back to Council with alternative solutions.

Motion was made by Council member Tom Audette and seconded by Council member Robert Winkler to go into Executive Session for a legal update.  Motion Carried.

No matters for consideration following Executive Session.

There being no further discussion, a motion to adjourn was made by council member Robert Winkler and seconded by Council member Tom Audette.  Motion carried.