

**COMMISSIONERS OF PUBLIC WORKS**  
**Minutes of August 24, 2017**

The regular meeting of the Board of Commissioners of Public Works was held on Thursday, August 24, 2017 at 10:00 a.m., in the Boardroom at 121 West Court Avenue.

**In attendance:**

Arthur C. Bush	Steve D. Reeves, Jr.	Carlos Cometto	Wayne Bartley
Michael G. Monaghan	Jeff Chapman	Jeff Auman	Vicki Knott
Henry O. Watts	Jerry Smith	Chris Lindley	Alethea Phillips
	Jeff Meredith	Teresa Lake	Bill Patrick

I. Chairman Watts called the meeting to order. The invocation was given by Commissioner Bush.

II. Chairman Watts gave the statement of compliance with the notification provision of the Freedom of Information Act.

III. Approval of Minutes:

A **motion** was made by Commissioner Bush and seconded by Commissioner Monaghan to approve the Minutes of the regular meetings of July 13, 2017 and July 27, 2017 as submitted; the **motion** was unanimously approved.

IV. Financial Statement:

Chairman Watts asked if there were any questions or comments on the Financial Statement. There were no questions or comments.

V. Business:

A. Teresa Lake gave a Presentation of the IT Small Asset Audit. Mrs. Lake stated that the Finance Department obtained the IT Small Asset Report from prior year's physical inventory. She said they went to the respective rooms at the various locations to physically inspect each item on the IT Small Asset Listing. She said

they noted any items not on the listing that appeared to meet the criteria for an IT small asset. She said the criteria used was the item types identified to be inventoried in the IT Small Asset Inventory in 2016 as well as any additional IT items noted with a replacement value of greater than \$150.00. She said there was 1 item at the COC that is a leased item and should not be on the inventory listing and the tag was removed and the item was taken off of the inventory listing. Mrs. Lake stated that at the Main Office, there were 2 items with the tags torn and coming off. The tags were removed and replaced with new tags. The inventory listing was updated with the new tag numbers. Mrs. Lake said that IT small assets frequently move rooms and locations and due to the amount of movement, they will not be listing when items change rooms or locations as findings as long as the item is located.

- B. Teresa Lake gave a Presentation of the Small Asset Internal Audit. Mrs. Lake stated that the Finance Department obtained prior year's physical inventory listing that listed all small assets. She said that they went to the respective rooms at the various locations to physically inspect each item on the listing. While at each location, they noted any items not on the listing that appeared to meet the criteria for a small asset which is the item types identified to be inventoried in the small asset inventory in 2016. Those items include desk, desk chairs, side chairs, fire king file cabinets, tables, bookcases among other things. Mrs. Lake stated that the following are their findings: At the COC, there were 2 items that the tags were either torn or unreadable. They were removed and replaced with new tags. There were 6 items that were listed twice which was corrected on the 2017 listing. There were 2 items that were removed from the small asset listing and placed on the IT equipment listing. There were 2 items that moved from the COC to the Main Office with no notification to the Accounting Supervisor. Mrs. Lake said there was 1 item that needed a description correction. She stated that at the Main Office, there were 4 items that were listed twice and corrected on the 2017 listing and there were 2 items that moved from the COC to the Main Office with no notification to the Accounting Supervisor.
- C. Teresa Lake gave a Presentation of the Fixed Asset Internal Audit which are items over \$5,000.00. She stated that the Finance Department obtained the Fixed Asset Report from prior year's physical inventory listing all machinery and equipment fixed assets. She said they then went to the respective departments and locations to physically inspect each item listed on the fixed asset listing. She said they noted any items not on the listing that appeared to meet the criteria for a fixed asset and inquired of staff if they were aware of any additional assets that were not listed. Mrs. Lake said they reconciled the physical inventory listing to the fixed asset listing in the Ivue and to the last audit report issued. She said there were no findings and corrections needed at this time.

VI. Other Business:

- A. Manager Reeves stated that he received a request from the Greenwood County Sheriff's office to advertise in the Annual Sheriff's Calendar. Manager Reeves told them he would present the request to the Board. He said that a Banner is \$1,000 and options go down to a single space which is \$125. Manager Reeves asked the Board if they would like to do this and if so, how much. The Board agreed to do the single space at \$125.
- B. Manager Reeves asked the Commissioners if they would like to have the Safety BBQ on September 14, 2017 or September 28, 2017. The Commissioners stated that either date was fine with them. Manager Reeves told Jerry Smith who is over the Safety BBQ to choose the date.

VII. Executive Session:


A **motion** was made by Commissioner Bush to go into *Executive Session* to discuss Personnel and Contractual Matters per SC Code 30-4-7-(a), seconded by Commissioner Monaghan and unanimously approved.

Manager Reeves stated that following *Executive Session*, the Commissioners may return to Open Session to take action on matters discussed in *Executive Session*.

The Commissioners went into *Executive Session*.

VIII. With no further business, the meeting was adjourned.

Approved: 9/28, 2017

  
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Secretary