
Anderson County Board of Commissioners
Meeting will be electronically pursuant to Resolution 20-04-812

Regular Agenda
Tuesday, January 19, 2021 @ 6:30 p.m.

- 1. Call to Order / Roll Call**
- 2. Prayer**
- 3. Pledge of Allegiance**
- 4. Appearance of Citizens**
- 5. Approval and Correction of Agendas**
 - Consent Agenda
 - Regular Agenda
- 6. Committee Reports**
 - Purchasing Report - by Katherine Ajmeri, Deputy Purchasing Agent
 - Budget Report – by Robby Holbrook, Interim Finance Director
- 7. Director of Schools** – Written report including BOD Minutes (12/10/20)
- 8. County Mayor** – No Report
- 9. Law Director**
 - A. Contract Approvals
 - B. Lawsuit Updates
- 10. Committees/Boards Reports**
 - Operations Committee Report – by Chairman Isbel
 - Resolution #21-01-842 Authorizing the Mayor to enter into a Payment-In-Lieu-Of-Tax Agreement with DOE
- 11. New Business**
 - Covid – 19 Update
- 12. Old Business**
- 13. Adjourn**

Respectfully Submitted,
Joshua Anderson, Chairman

**Anderson County Board of Commissioners
Purchasing Committee Meeting Minutes**

**January 11, 2020
4:30 p.m.**

Members Present: Tim Isbel (Committee Chair), Steve Mead, Phil Yager and Denver Waddell.
Member Absent: Catherine Denenberg

Meeting Venue was at the Courthouse and via a GoToMeeting pursuant to Resolution 20-04-812.

A. Contracts Approved by Law Director

B. Contracts Pending Law Director Approval

The Deputy Purchasing Agent let the Committee know both contracts now have Law Director approval.

1. **State of Tennessee Office of Criminal Justice Programs, Grant – VOCA Program, Contract #21-0079** – Twenty-nine month grant for the Family Justice Center.
2. **Carter Express, Office of the Mayor, Contract #21-0080** – One-year lease of land to Carter Express with monthly payments of \$350 to the County. Contract has cancellation clause.

Commissioner Mead made a motion to approve as a group and to forward to County Commission with a recommendation for approval. Commissioner Yager seconded the motion. Motion passed unanimously by roll call vote.

C. Other Business

1. **Request to surplus Vehicle from the Office of Aging** – 1992 Ford Bus, Inoperable. Starting bid of \$100.

Commissioner Mead made a motion to approve and to forward to County Commission with a recommendation for approval. Commissioner Waddell seconded the motion. Motion passed unanimously by roll call vote.

D. New Business

E. Old Business

ANDERSON COUNTY GOVERNMENT SUMMARY OF BUDGET AMENDMENTS

January 7, 2021

<u>PAGE NO.</u>	<u>ITEM NO.</u>	<u>FUND - DEPARTMENT</u>	<u>AMOUNT</u>
Group 1 Consent Agenda - Transfers (No Commission Action Necessary)			
1	1	General Fund 101 - Juvenile	\$ 500.00
1	2	General Fund 101 - Fleet Services	\$ 12,200.00
Group 2 - Appropriations - School (Commission Approval by Board Vote)			
2	3	Fund 141 - School Health	\$ 3,574.00
Group 3 - Transfer - School (Commission Approval by Board Vote)			
Group 4 - Appropriations - NonSchool (Commission Approval by Board Vote)			
2	4	General Fund 101 - Animal Control	\$ 15,000.00
3	5	Omitted	
3	6	General Fund 101 - Mayor	\$ 4,037.01
3	7	Fund 263 -Self Insurance	\$ 110,000.00
Group 5 - Transfers - NonSchool (Commission Approval by Board Vote)			
Group 6 - Appropriations - General Fund Unassigned Fund Balance (Commission Approval by Board Vote)			
4	8	General Fund 101 - Finance	\$ 2,248.00
4	9	General Fund 101 - IT	\$ 4,998.00
4	10	General Fund 101 - Human Resources	\$ 2,700.00
Group 7 - Miscellaneous			
Group 8 - Additional Items not discussed during budget committee (requires 3/4 majority vote)			

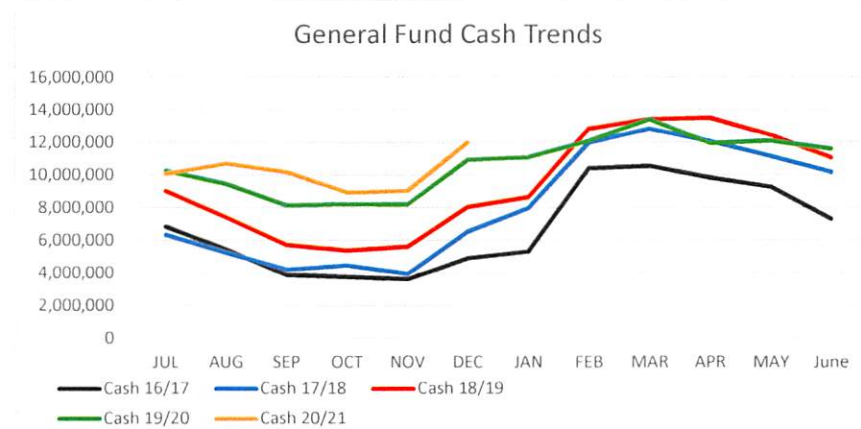
**ANDERSON COUNTY GOVERNMENT
CASH AND FUND BALANCE REPORT
December 30, 2020**

FUND	DESCRIPTION	NON-SPENDABLE	RESTRICTED FUNDS	COMMITTED FUNDS	ASSIGNED FUNDS	UNASSIGNED FUND BALANCE	TOTAL FUND BALANCE	CASH
101	General Fund	\$ -	\$ 1,005,310	\$ 2,165,498	\$ 2,019,148	\$ 6,029,589 *	\$ 11,219,545	\$ 12,021,798
115	Library Fund	\$ -	\$ 262,476		\$ -	\$ -	\$ 262,476	\$ 325,585
116	Solid Waste/Sanitation Fund	\$ -	\$ 286,113	\$ -	\$ -	\$ -	\$ 286,113	\$ 521,174
118	Ambulance Fund	\$ -	\$ 250	\$ -	\$ -	\$ 744,562	\$ 744,812	\$ 834,037
122	Drug Control Fund	\$ -	\$ 183,227	\$ 6,249	\$ -	\$ -	\$ 189,476	\$ 175,740
127	Channel 95 Fund	\$ -	\$ -	\$ -	\$ 6,974	\$ -	\$ 6,974	\$ 32,416
128	Tourism Fund	\$ -	\$ 251,400	\$ -	\$ 100,000	\$ -	\$ 351,400	\$ 452,662
131	Highway Fund	\$ 35,560	\$ 269,737	\$ 2,737,827	\$ -	\$ -	\$ 3,043,124	\$ 4,568,874
141	General Purpose School Fund	\$ -	\$ -	\$ 9,541,940	\$ -	\$ -	\$ 9,541,940	\$ 11,893,342
143	Central Cafeteria	\$ 130,733	\$ 1,088,938	\$ -	\$ -	\$ -	\$ 1,219,671	\$ 1,108,976
151	General Debt Service Fund	\$ -	\$ 1,532,368	\$ 306,894	\$ -	\$ -	\$ 1,839,262	\$ 2,437,913
152	Rural Debt Service Fund	\$ -	\$ 286,537	\$ -	\$ -	\$ -	\$ 286,537	\$ 577,304
156	Education Debt Service Fund	\$ -	\$ 81,951	\$ 118,995	\$ -	\$ -	\$ 200,946	\$ 782,295
171	Capital Projects Fund	\$ -	\$ 179,348	\$ -	\$ -	\$ -	\$ 179,348	\$ 2,206,907
177	Education Capital Projects Fund		\$ 31,258	\$ 5,996	\$ -	\$ -	\$ 37,254	\$ 427,221
263	Employee Benefit Fund	\$ 41,031	\$ -	\$ -	\$ 719,893	\$ -	\$ 760,924	\$ 660,163

* General Unassigned Fund Balance limit of \$5.5MM requiring 2/3 (11) votes for budget amendments.

Cash Trends
December

Cash 16/17	4,910,542
Cash 17/18	6,549,912
Cash 18/19	8,073,422
Cash 19/20	10,955,193
Cash 20/21	12,021,798



[illegible]

BUDGET COMMITTEE MINUTES

JANUARY 7, 2021

Members Present:

Shain Vowell, Commissioner – Chairman
Bob Smallridge, Commissioner
Denver Waddell, Commissioner
Jerry White, Commissioner
Catherine Denenberg, Commissioner
Jerry Creasey, Commissioner
Robert Jameson, Commissioner
Chuck Fritts, Commissioner

Meeting Facilitator: Robby Holbrook, Interim Finance Director

Members Absent:

TRANSFERS (Approved through Consent Agenda)

THE 1st ITEM, to be presented to the Anderson County Budget Committee, was a written request from Tracey Spitzer, Juvenile, that the following **TRANSFER** in General Fund 101 be approved.

Increase Expenditure Code:

101-53500-351-1000	Juvenile Court- Rentals	\$500.00
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Decrease Expenditure Code:

101-53500-322	Evaluation and Testing	\$500.00
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Justification: Need to move money into my canon copier rental fund to be able to pay for two more copiers for employees in juvenile court.

Motion by Commissioner Jerry White, seconded by Commissioner Robert Jameson, and passed to approve the transfer requests.

THE 2nd ITEM, to be presented to the Anderson County Budget Committee, was a written request from John Vickery, Fleet Services, that the following **TRANSFER** in General Fund 101 be approved.

Increases Expenditure Codes:

101-54900-338	Repairs & Maintenance- Vehicles	\$3,000.00
101-54900-399	Other Contracted Services	3,000.00
101-54900-424	Garage Supplies	5,000.00
101-54900-451	Uniforms	<u>1,200.00</u>

Total Increased Expenditures	\$12,200.00
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Decrease Expenditure Codes:

101-54900-453-1000	Other Department Maintenance	\$11,000.00
101-54900-355	Travel	<u>1,200.00</u>
	Total Decreased Expenditures	\$12,200.00

Justification: Transferring money back into line items due to COVID-19. Outsourced vehicle repairs due to staff in quarantine.

Motion by Commissioner Jerry White, seconded by Commissioner Robert Jameson, and passed to approve the transfer requests.

APPROPRIATIONS REQUIRING FULL COMMISSION APPROVAL

THE 3rd ITEM, to be presented to the Anderson County Budget Committee, was a written request from Anna Hurt, Coordinated School Health, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$3,574.00
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(amendment will be from 141-34555 Restricted for Education and a JE will replenish the reserve for 39000)

Increase Expenditure Code:

141-72120-499-TOBG	Other Supplies & Materials	\$3,574.00
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Justification: To appropriate balance of Tobacco Grant from prior year. This grant is awarded from the Anderson County Health Department for student information concerning tobacco use and potential harmful results. Recently funds also have been used to address the growing vaping (e-cigarettes) use and related health risks.

Motion by Commissioner Jerry White, seconded by Commissioner Bob Smallridge, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 4th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Brian Porter, Animal Control, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-43194-ANML	Service Charges	\$15,000.00
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Increase Expenditure Code:

101-55120-399-ANML Other Contracted Services \$15,000.00

Justification: Moving Money for monthly vet bills & unexpected needs related to other contracted services.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Jerry White, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 5th ITEM, was omitted.

THE 6th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Animal Care & Control, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Code:

101-47302	COVID-19 Grant No. 2	\$4,037.01
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Increase Expenditure Codes:

101-55120-499	Other Supplies & Materials	\$1,070.76
101-55120-399	Other Contracted Services	<u>2,966.25</u>
	Total Increased Expenditures	\$4,037.01

Justification: Anderson County was able to achieve partial reimbursement through CARES Act funding for software and iPads that allow Animal Care & Control to utilize technology in the prevention of COVID-19. Funds are being placed back into the codes where the expenditures occurred.

Motion by Commissioner Catherine Denenberg, seconded by Commissioner Jerry White, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 7th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Randy Walters, Finance, that the following **APPROPRIATION** in Self Insurance Fund 263 be approved.

Increase Expenditure Code:

263-51900-399-BCBS	Other G&A-Other Contracted Svcs.- Blue Cross/Blue Shield	\$110,000.00
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Decrease Reserve Code:

263-39900	Net Assets- Unrestricted	\$110,000.00
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Justification: This transfer from the 263 Fund Balance insures medical administrative fee costs are covered.

Motion by Commissioner Chuck Fritts, seconded by Commissioner Robert Jameson, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 8th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Interim Finance Director, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-51900-599	Other General Administration- Other Charges	\$2,248.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$2,248.00
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Justification: Funds needed to pay for Worker's Compensation insurance to Tennessee Risk Management.

Motion by Commissioner Jerry White, seconded by Commissioner Denver Waddell, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 9th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Brian Young, Information Technology, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-52600-399	Data Processing- Other Contracted Services	\$4,998.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$4,998.00
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Justification: To purchase IT security software.

Motion by Commissioner Denver Waddell, seconded by Commissioner Jerry White, and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

THE 10th ITEM, to be presented to the Anderson County Budget Committee, was a written request from Kim Jeffers-Whitaker, Human Resource & Risk Management, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-51310-317	Data Processing Services	\$2,700.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$1,000.00
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Decrease Expenditure Codes:

101-51310-355	Travel	\$1,000.00
101-51310-399	Other Contracted Services	200.00
101-51310-524	Staff Development	<u>500.00</u>
	Total Decreased Expenditures	\$2,700.00

Justification: An increase in 317, Data Processing Services, is requested for HIPAA compliance software. Please see attached description. This program is an all encompassed solution to meet HIPAA regulation guidelines. This includes HIPAA associate training, protection of PHI, security and protection against litigations and fines due to deferral audits. The HR budget does have funding in other line items to assist with the majority of the cost (355,399,524). The majority of the cost for the software can be transferred to data processing services,317. However, an additional appropriation is being requested to cover the cost of the software to ensure ACG remains HIPAA complaint. This is an annual fee and, if renewed, will have a continual impact on the budget.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Catherine Denenberg and passed to refer to the Anderson County Board of County Commissioners with a recommendation for approval.

SECTION A, New Business

None.

SECTION B, Old Business

None.

Meeting Adjourned.



Robby Holbrook, Interim Finance Director

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Page ____ of ____

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☐

APPROPRIATION: ☒

DEPARTMENT: _____

FROM: _____

Finance

Randy Walters

DATE 1/12/2021

INCREASE	CODE DESCRIPTION	AMOUNT
101-47590-FJC	Federal thru State FJC Grant	\$140,712.00
101-44990-FJC	Misc Revenue -(JAG Funds for Rent Payments)	\$12,000.00
		\$152,712.00

INCREASE	CODE DESCRIPTION	
101-53600-119-FJC	Accountants/Bookkeepers	\$ 1,667.00
101-53600-140-FJC	Salary Supplements	\$ 7,288.00
101-53600-189-FJC	Other Salaries and Wages	\$16,667.00
101-53600-201-FJC	Social Security	\$1,034.00
101-53600-204-FJC	Retirement	\$867.00
101-53600-206-FJC	Life Insurance	\$19.00
101-53600-207-FJC	Medical Insurance	\$7,000.00
101-53600-208-FJC	Dental Insurance	\$238.00
101-53600-209-FJC	S/T Disability	\$113.00
101-53600-210-FJC	Unemployment	\$70.00
101-53600-212-FJC	Medicare	\$ 242.00
101-53600-351-FJC	Rentals	\$ 20,000.00
101-53600-355-FJC	Travel	\$ 400.00
101-53600-499-FJC	Other Supplies & Materials	\$ 49,038.00
101-53600-506-FJC	Liability Insurance	\$ 4,000.00
101-53600-511-FJC	Vehicle and Equipment Insurance	\$ 1,500.00
101-53600-524-FJC	Staff Development	\$ 500.00
101-53600-599-FJC	Other Charges	\$ 500.00
101-53600-718-FJC	Motor Vehicles	\$ 41,569.00
		\$ 152,712.00

Detailed Justification / Explanation :

This establishes the budget for FY20-21 of the OCJP/VOCA Grant for the Family Justice Center.

What Impact does this amendment/appropriation have on next year's budget? (One time amendment or permanent increase) This is year one of a three year grant.

Grap 8

Please attach additional sheet if more information is needed

BUDGET COMMITTEE AGENDA

January 07, 2021 AT 4:00 PM, Room 312 & Virtual



1. Cash and Fund Balance Report, etc.....Robby Holbrook
2. Consent Agenda Transfers, not requiring Commission approval (1-2)
3. AC Schools/Julie Minton Appropriation (3)
4. Animal Control/Brian Porter Appropriation (4)
5. Mayor/Terry FrankAppropriations (5-6)
6. Finance/Robby HolbrookAppropriations (7-8)
7. IT/Brian Young Appropriation (9)
8. Human Resources/Kim Jeffers-Whitaker Appropriation (10)

SECTIONS:

New Business..... (A)

Old Business..... (B)

Robby Holbrook

Subject: GoToMeeting Invitation - Budget Meeting

Start: Thu 1/7/2021 4:00 PM
End: Thu 1/7/2021 5:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: IT Director Brian Young
Required Attendees: Robby Holbrook; Annette Prewitt; 'Annette Prewitt'; Tammy Catron; Brian Young

Budget Meeting
Thu, Jan 7, 2021 4:00 PM - 5:00 PM (EST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/360627605>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 866 899 4679
- One-touch: <tel:+18668994679,,360627605#>

United States: +1 (571) 317-3116
- One-touch: <tel:+15713173116,,360627605#>

Access Code: 360-627-605

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<https://global.gotomeeting.com/install/360627605>

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

**Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON
Tuesday before the Budget Committee meeting.**

TYPE OF AMENDMENT

TRANSFER: ☒APPROPRIATION: ☐

DEPARTMENT:

FROM:

JUVENILETracy Spitzer

0081725

INCREASE / <u>DECREASE</u>	CODE DESCRIPTION	AMOUNT
101-53500-322	Evaluation and Testing	\$500.00
		\$ 500.00

DEC 16 20 PM 4:00 FINANCE
2500

INCREASE / <u>DECREASE</u>	CODE DESCRIPTION	
101-53500-351-1000	Juvenile Court-Rentals	\$500.00
		\$ 500.00

Detailed Justification / Expl:

Need to move money into my canon copier rental fund to be able to pay for two more copiers for employees in juvenile court.

What Impact does this amendment/appropriation have on next year's budget? (One time amendment or permanent increase)

I will adjust the budget next year in order to have this increase permanent.

Please attach additional sheet if more information is needed

①

0081552

0081726

APPROPRIATION L

FROM

John Vicky, Director of Fleet Services

DATE 1/4/2021

\$2,200.00\$12.200.00

Transferring money back into line items due to COVID-19
outsourced vehicle repairs due to staff in quarantine

Please attach additional sheet if more information is needed

②

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

IMPORTANT NOTE: This form is due to the Budget Director's Office by 2:00 P.M. on the Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☐

APPROPRIATION: ☒

6081727

DEPARTMENT: Coordinated School Health

FROM: Anna Hurt

DATE: 12/29/2020

INCREASE <input type="checkbox"/>	DECREASE <input checked="" type="checkbox"/>	CODE DESCRIPTION	AMOUNT
141-34555		Restricted for Education	\$ 3,574.00
Total			\$ 3,574.00

3574.00

INCREASE <input checked="" type="checkbox"/>	DECREASE <input type="checkbox"/>	CODE DESCRIPTION	AMOUNT
141-72120-499-TOBG		Health Services Other Materials and Supplies	\$ 3,574.00
Total			\$ 3,574.00

Motion _____

☐ To Approve

☐ To Refer

☐ With ☐ W/O

Seconded Motion _____

Detailed Justification / Explanation : To appropriate balance of Tobacco Grant from prior year. This grant is
awarded from the Anderson County Health Department for student information concerning tobacco use and potential
harmful results. Recently funds also have been used to address the growing vaping (e-cigarettes) use and related
health risks.

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Page ___ of ___

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☐

APPROPRIATION: ☒

0081728

DEPARTMENT:
Animal Control

FROM:
David Crowley - Brian Porter

INCREASE / DECREASE (circle one)	CODE DESCRIPTION	AMOUNT
<u>101-4394-ANIMAL</u>	<u>Revenue</u>	<u>\$15,000</u>
	TOTAL	\$

36,293 for year projected 20,000

INCREASE / <u>DECREASE</u> (circle one)	CODE DESCRIPTION	AMOUNT
<u>101-55120-399 ANIMAL</u>	<u>Other Contracted Services</u>	<u>\$15,000</u>
	TOTAL	\$

Motion		
<input type="checkbox"/> To Approve		
<input type="checkbox"/> To Refer		
<input type="checkbox"/> With	<input type="checkbox"/> W/O	
Seconded		
Motion		

Detailed Justification / Explanation :

Moving money for monthly vet bills + unexpected needs
Related to Other Contracted Services.

What Impact does this amendment/appropriation have on next year's budget? (One time amendment or permanent increase)

No Impact

DEC 28 '20 AM 8:38 FINANCE

4

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Page ____ of ____

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☐

APPROPRIATION: ☒

0081730

DEPARTMENT:

FROM:

Mayor/Animal Care & Control

Mayor Terry Frank & Brian Porter

DATE 12.30.2020

<u>INCREASE</u> / DECREASE (circle one)	CODE DESCRIPTION	AMOUNT
101-55120-499	Other Supplies & Materials	\$1,070.76
101-55120-399	Other Contracted Services	\$ 2,966.25
		\$4,037.01

<u>INCREASE</u> / DECREASE (circle one)	CODE DESCRIPTION	AMOUNT
101-47302	COVID-19 Grant No. 2	\$4,037.01

53,788

<p>Motion</p> <p><input type="checkbox"/> To Approve</p> <p><input type="checkbox"/> To Refer</p> <p><input type="checkbox"/> With <input type="checkbox"/> W/O</p> <p>Seconded _____</p> <p>Motion _____</p>	<p>\$ 4,037.01</p>
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Detailed Justification / Explanation: Anderson County was able to achieve partial reimbursement through CARES Act funding for software and iPads that allow Animal Care & Control to utilize technology in the prevention of COVID-19. Funds are being placed back into the codes where the expenditures occurred. (See original budget amendment)

DEC 30 '20 PM 3:20 FINANCE

What Impact does this amendment/appropriation have on next year's budget? (One time amendment or permanent increase?) one-time

6

Please attach additional sheet if more information is needed

Page ____ of ____

TYPE OF AMENDMENT

0081729

FROM:

Mayor Terry Frank

DATE 9.8.2020

[illegible]

The Department is seeking to improve by centralizing and automating officer processes. Software will allow for digital tracking of enforcement cases; will produce documentation directly from digital files; enable social distancing and reduction in the spread of COVID-19 by enabling officers to manage cases while in the field on an iPad. Software will allow robust reporting. One-time implementation fee. Annual license will be included in annual budgets. See attached Comcate proposal. We will apply for reimbursement through COVID-19 funding.

What Impact does this amendment/appropriation have on next year's budget? (One time amendment or permanent increase) one-time amendment

Please attach additional sheet if more information is needed

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Page ____ of ____

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER: ☐

APPROPRIATION: ☒

0081731

DEPARTMENT:

FROM:

FINANCE

Randy Walters

Increase	CODE DESCRIPTION	AMOUNT
263-51900-399-BCBS	Other G&A -Other Contracted Svcs -Blue Cross/Blue Shield	\$ 110,000.00
TOTAL		\$ 110,000.00

Decrease	CODE DESCRIPTION	AMOUNT
263-39900	Net Assets -Unrestricted	\$ 110,000.00
TOTAL		\$ 110,000.00

Motion

☐

To Approve

☐

To Refer

☐

With

☐

W/O

Seconded

Motion

Detailed Justification / Explanation :

This transfer from the 263 Fund Balance insures medical administrative fee costs are covered.

JAN 4 '21 AM 10:12 FINANCE

Impact on 20/21 budget -

No impact.

7

Please attach additional sheet if more information is needed

Robby Holbrook

From: Randy Walters
Sent: Thursday, January 7, 2021 11:15 AM
To: Terry Frank; Robby Holbrook
Cc: Kim Jeffers-Whitaker
Subject: RE: Budget Amendment

Hi Mayor Frank,

There are 3 primary reasons:

- Approximately \$48k is related to vision premiums that are paid by the employee. BCBS bills us for those as part of our admin fee, so it is paid out of the same expense code as admin for medical claims. The revenue that offsets the vision premiums is deducted from employee payroll, and deposited into the 263 cash account. Financially it is a wash but, we did not originally budget the expense code to include the vision premiums.
- \$25k is related to a previous Budget Amendment where we transferred money into another code for expenses that may be incurred related to the Employee Wellness program. Any portion of this money that is spent will be refunded by BCBS as reduction to our admin fees. Any unspent portion will roll into the 263 fund balance.
- Approximately \$56k is related to run-out fees from our previous provider (MEDBEN). This was not included in the original budget.

One thing to note is that there can be some monthly variability based on the number of employees participating.

I'm cc'ing Kim in case she has anything to add.

Happy to discuss further.

Thanks,
Randy

From: Terry Frank <tfrank@andersontn.org>
Sent: Thursday, January 7, 2021 9:57 AM
To: Randy Walters <rwalters@andersontn.org>; Robby Holbrook <rhobrook@andersontn.org>
Subject: Budget Amendment

Randy & Robby,

I have a commissioner who has reached out this morning with questions on the fund 263 transfer. I'm on a TACIR meeting for the next hour or so, but can we discuss. It would seem that the admin fees should be a constant and he understands claims, but he is wanting to know why. I said I'd find out.

Terry

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

0081732

TRANSFER:

APPROPRIATION:

☒

DEPARTMENT:

FROM:

FINANCE

ROBBY HOLBROOK

INCREASE	CODE DESCRIPTION	AMOUNT
101-51900-599	Other General Administration - Other Charges	\$ 2,248.00
	TOTAL	\$ 2,448.00
DECREASE	CODE DESCRIPTION	
101-39000	Unassigned	\$ 2,448.00
	TOTAL	\$ 2,448.00

Motion ☐ To Approve ☐ To Refer ☐ With ☐ W/O

Seconded _____

Motion _____

Detailed Justification / Explanation :

Funds needed to pay for Worker's Compensation insurance to Tennessee Risk Management

Impact on 21/22 Budget - NO



ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Monday before the Budget Committee meeting.

TYPE OF AMENDMENT

TRANSFER:

APPROPRIATION:

☒

0081733

DEPARTMENT:

FROM:

IT

Brian Young

INCREASE	CODE DESCRIPTION	AMOUNT
101-52600-399	Data Processing - Other Contracted Services	\$ 4,998.00
TOTAL		\$ 4,998.00
DECREASE	CODE DESCRIPTION	AMOUNT
101-39000	Unassigned	\$ 4,998.00
TOTAL		\$ 4,998.00
Motion		
<input type="checkbox"/> To Approve		
<input type="checkbox"/> To Refer		
<input type="checkbox"/> With <input type="checkbox"/> W/O		
Seconded		
Motion		

Detailed Justification / Explanation :

To purchase IT security software

Please see attached email

Impact on 21/22 Budget - YES

9

Please attach additional sheet if more information is needed

ANDERSON COUNTY BUDGET AMENDMENT REQUEST

Important Note: this form is due to the budget Director's Office by 2:00 P.M. ON Tuesday before the Budget Committee meeting.

TYPE OF AMENDMENT

0081734

TRANSFER: [REDACTED]

APPROPRIATION: [REDACTED]

DEPARTMENT:

FROM:

Human Resource & Risk Management

Kim Jeffers-Whitaker

12/28/2020

INCREASE / DECREASE (circle one)	CODE DESCRIPTION	AMOUNT
101-51310-317	Data Processing Services	\$ 2,700.00
	TOTAL	\$ 2,700.00

INCREASE / DECREASE (circle one)	CODE DESCRIPTION	
101-39000	Unassigned Fund Balance	\$ 1,000.00
101-51310-355	Travel	\$ 1,000.00
101-51310-399	Contracted Services	\$ 200.00
101-51310-524	Staff Development	\$ 500.00
	TOTAL	\$ 2,700.00

Corr
1000
650
1794

Motion		
<input type="checkbox"/> To Approve		
<input type="checkbox"/> To Refer		
<input type="checkbox"/> With <input type="checkbox"/> W/O		
Seconded		
Motion		

Detailed Justification / Explanation :

An increase in 317, Data Processing Services, is requested for HIPAA compliance software. Please see attached

description. This program is an all encompassed solution to meet HIPAA regulation guidelines. This includes HIPAA

associate training, protection of PHI, security and protection against litigations and fines due to federal audits.

The HR budget does have funding in other line items to assist with the majority of the cost (355, 399 and 524).

The majority of the cost for the software can be transferred to data processing services, 317.

However, an additional appropriation is being requested to cover the cost of the software to ensure ACG

remains HIPAA compliant.

This is an annual fee and, if renewed, will have a continual impact on the budget.

Please see attached phone quotes and product information.

Please attach additional sheet if more information is needed

10

HIPAA Compliance Program Phone Quotes

Company	Employee Limit	Programs Offered	Pricing
Accountable	1,000 Employees	Extensive Employee/Employer Software Portal, Built in Training, Dedicated Customer Support Specialist, Virtual and Onsite Audits	\$399 a month for 'Basic', \$1,499 a month for 'Enterprise' \$4,800-\$17,998 Annually
Compliance Group	400-600 Employees	Four Different HIPPA Based Audits, Policies and Procedure Assistance, Document Management, Virtual Trainings, Dedicated Customer 'Coach'	\$2,700 Annually
HIPAA Secure Now!	400 - 650 Employees	Write Policies and Procedures, Risk Assessments, 'Compliance Portal' software, HIPPA customer support, Video Demos and Trainings	\$5,750 Annually
TotalHIPPA	100 Employees Max	Online Training, Risk Assessments, Customized Document, Virtual Audits	\$1,000 month \$12,000 Annually

Dr. Tim Parrott, Director

MEMORANDUM

TO: County Commission Members
Terry Frank, County Mayor
Robbie Holbrook, Finance Director

FROM: Dr. Tim Parrott, Director of Schools *D. L. Parrott*

DATE: January 2021

RE: Report to County Commission

Our report for January 2021 is dedicated to community service projects in our schools.

ATTENDANCE

There are currently 5970 students attending class in Anderson County Schools, up eight students from December 2020, including 740 students taking online classes at home.

GEAR UP TN

Please join us in congratulating Adrianna Daniels on her acceptance to Berea College! The total amount of her scholarship equals \$172,000.00. Here's a little about Berea:



1. No. 1 "Best Bang for the Buck" College, 2017, 2018, 2019, 2020;
2. No. 3 "Best National Liberal Arts College," 2020, Washington Monthly
3. Listed among the Best 386 Colleges in the U.S., Princeton Review, 2021 Guide
4. No. 1 "Best Value College," Wall Street Journal/Times Higher Education, 2019
5. No.1 "Best Value College" for lowest average graduating debt, Kiplinger's Personal Finance, 2019

Berea also turns out great grads like our own Daniel Service in the CHS English Department!

Acceptance at Berea includes a full tuition scholarship so Adrianna will be able to attend using other grants/scholarships for housing and meal plans. She will attend for free!

Congratulations to this wonderful young lady, her parents Eve Daniels and Corey Benjamin.

Clinton High School



Each year the CHS National Honor Society creates and delivers over 60 Christmas boxes to East Tennessee Children's Hospital. In addition to completing service hours, this is the organization's service project for the year. The recipients in the hospital range from newborn to teenager. We always love spreading a little joy during the holiday season!

Anderson County High School

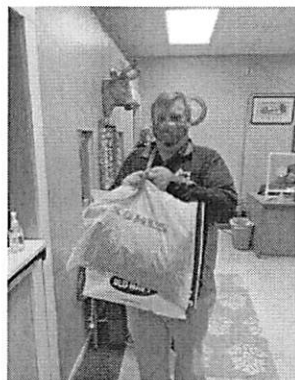
Making Spirits BRIGHT

Anderson County High School has been making spirits bright the whole month of December. The Student Government Association (SGA) kicked off the month with Christmas spirit, inviting students to dress up every day leading up to the holiday break: plaid day, Santa hat day, Christmas pajama day, etc. SGA also delivered a real Christmas tree and placed it in the middle of the courtyard. Students were able to add ornaments to it during half time. SGA also hosted a drive in movie! It was set up in the back parking lot of the school and everyone stayed in their vehicles to watch a Christmas movie while enjoying popcorn and hot chocolate.



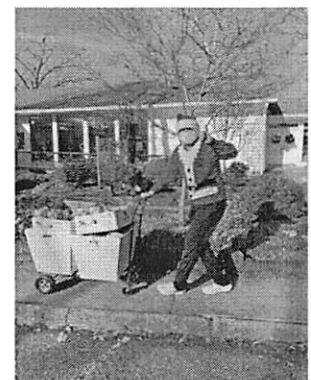
The LEO club wrapped up their feed a family event in December sending \$200 to Main Street Baptist Church's food pantry and \$200 to the Norris Food

pantry. Absolutely incredible generosity during these crazy times!



Sandra Brown and our guidance department lead our annual angel tree project. This allowed for so many kids to have Christmas! ACHS alone sponsored 56 kids. Teachers, community members, sports teams, and clubs all come together to wrap and purchase gifts for kids and families in need!

The administrative staff and students helped deliver The Good Neighbor food baskets in Norris. This event helps deliver food and gifts for our community during the holidays.

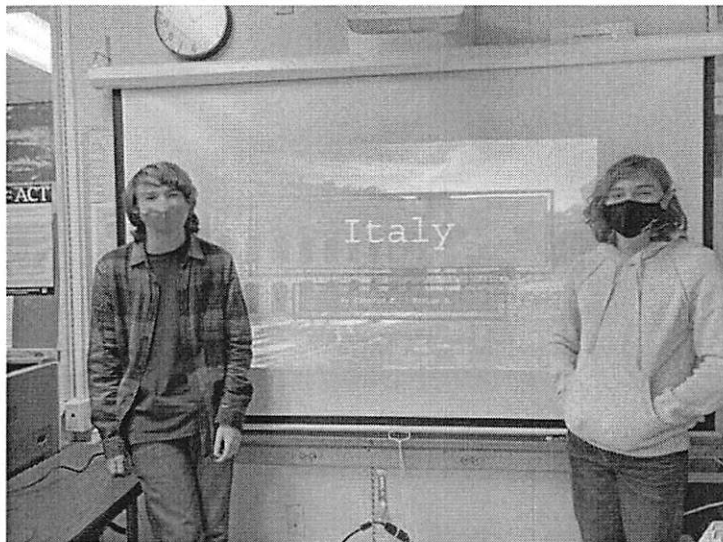


ACHS teachers also navigated 9 days of virtual learning successfully. Teachers were flexible with lesson plans and students did an amazing job taking final exams virtually.



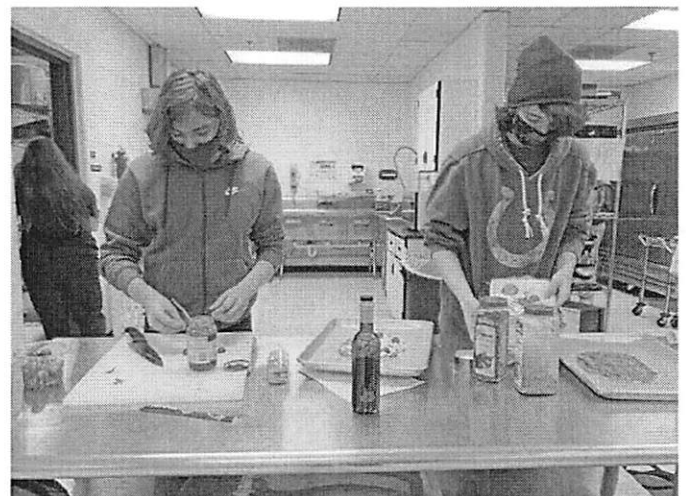
ACCTC

During this time of year when culinary arts students are ordinarily hurriedly preparing large amounts of food for catering events (which the students always LOVE to do), teacher Pam

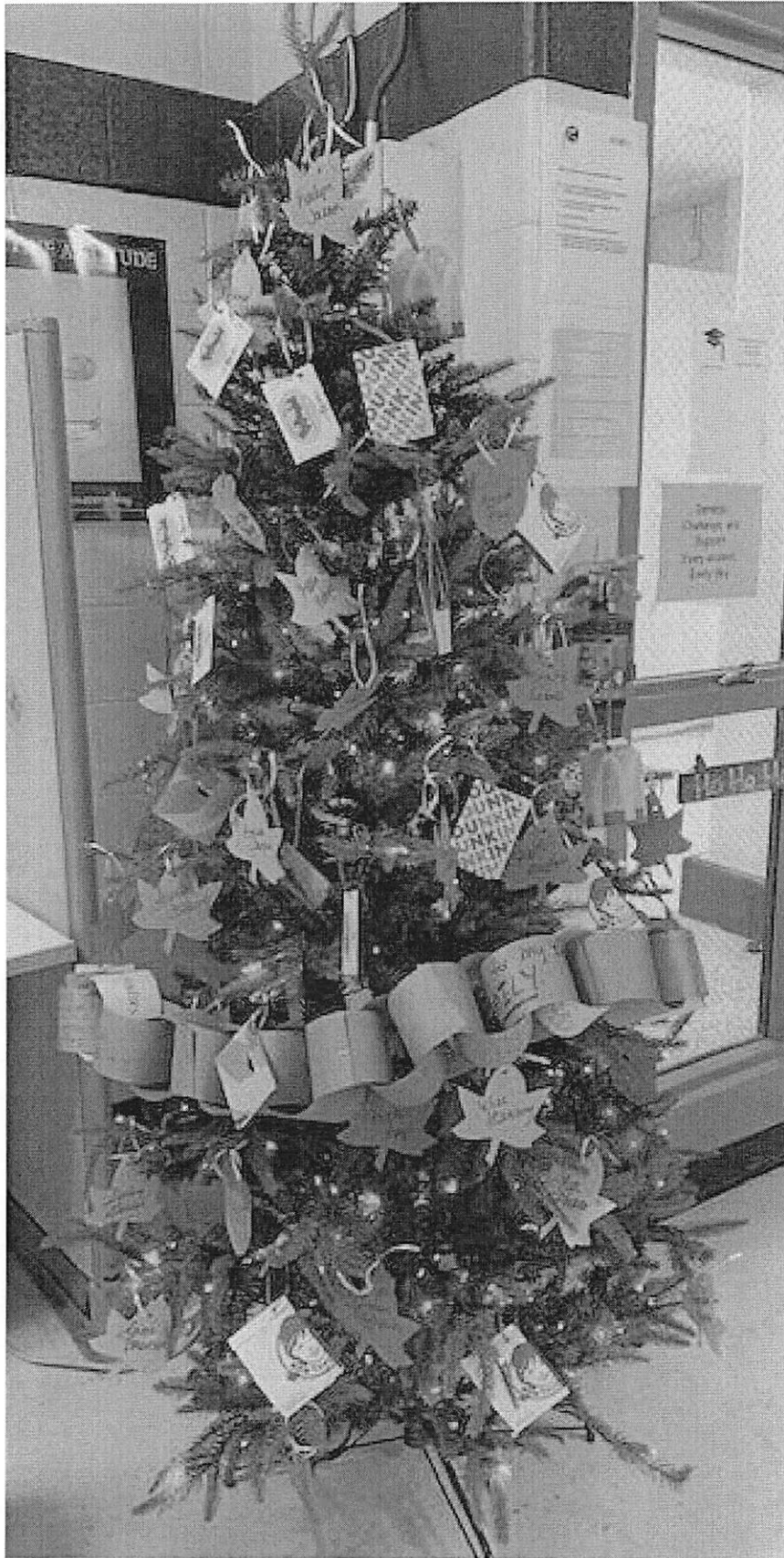


Wilson says from her perspective the COVID chaos has allowed her the time to teach other critical components of work-ethic and professionalism. This semester, Level 1 students were tasked with choosing a country to research, and then create and share a slide presentation that included not only the food culture of the country, but also information about the history, the family, religion, politics, food production conditions and influences, a map, a menu design, and a recipe. From the menu, they were then allowed with her approval, to choose an item to prepare for an in-class lab experience. The example below features two young men that did a great job, not only with teamwork and gathering information for their presentation, but also, in

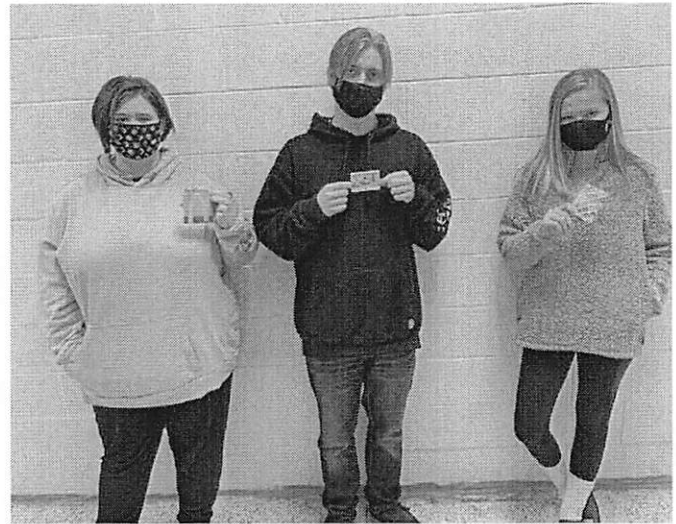
modifying their recipe to fit time and budget restraints.



Innovation Academy



Innovation Academy students and teachers are finishing the semester strong. Several of our students have finished this semester's classes and are working on next semester's classes. Bridge Academy has earned 60.5 credits so far. We hope to have 7 additional graduates by the end of the week, giving us a total of 8 for the semester.



In November we turned our Christmas tree into a Gratitude Tree and the students made a chain listing things they are grateful for. For Christmas our students got to pick a \$5 gift card off the Christmas tree. Katie, Kyle and Zoe are shown with their choices.

Our JTG class decided that their December service project would be to make treat bags for our students. They know that some of their peers will not have much at home. The students were thrilled with their treat bags! JTG also gifted the teachers with a mug, hot chocolate mix, and popcorn.

ANDERSON COUNTY BOARD OF EDUCATION
101 S. Main Street
Clinton, TN 37716
Board of Education Meeting
December 10, 2020
6:00 PM

Board Members	Present	Absent
John Burrell, Chairman	√	
Don Bell	√	Via ZOOM
Dail Cantrell	√	
Scott Gillenwaters	√	
Glenda Langenberg	√	Via ZOOM
Andy McKamey	√	
Teresa Portwood	√	Via ZOOM
Jo Williams	√	Via ZOOM
Dr. Tim Parrott, Director	√	
Student Board Members		
Kate Boundy	√	
Preston Martin	√	

OTHERS PRESENT

Eric Snider, Greg Deal, Julie Minton, Wade Haney, Jayme Smith

The board of education observed a moment of silence in memory of recently retired Director of Safety Joe Forgety, who passed away on November 30, 2020 due to COVID-19.

I. CALL TO ORDER

Dr. Burrell, Chairman, called the meeting to order at 6:08 PM as a regular monthly meeting of the Board of Education. Scott Gillenwaters led the pledge of allegiance.

RESOLUTIONS

Motion by Scott Gillenwaters and seconded by Andy McKamey to approve the resolution honoring Anderson County High Schools' volleyball team. **Motion carried.**

II. RECOGNITION OF GUESTS

None.

III. PERSONS TO BE HEARD

None.

IV. APPROVAL OF AGENDA

Motion by Jo Williams and seconded by Don Bell to approve the agenda. **Motion carried.**

V. APPROVAL OF CONSENT AGENDA

A. Regular Meeting Minutes – November 12, 2020

B. Human Resources report

C. Field Trip report - none

D. Professional Leave report - none

E. Student Services report

F. Contracts – none

G. Policies (second reading)

A. 5.302 Sick Leave

B. 6.300 Code of Conduct

Motion by Andy McKamey and seconded by Teresa Portwood to approve the consent agenda. **Motion carried.**

VI. EXECUTIVE APPROVAL

None.

VII. COMMENTS FROM THE CHAIR

None.

VIII. COMMENTS FROM STUDENT BOARD MEMBERS

- A. CHS representative Kate Boundy said students are being rewarded for academic excellence and high GPA's. Over \$70k in scholarship offers have been extended so far for seniors. Attendance during EOC's was excellent. Junior Achievement has partnered with CHS students to create a storefront in an airstream trailer that will be parked in front of Clinton Drug Store on Saturday. CHS basketball player Jackson Garner broke a record held for years by scoring 55 points in a recent game.
- B. ACHS representative Preston Martin said SGA is hosting a drive-in movie (Elf) on campus for students and their families. Students are dressing in Christmas gear for spirit week. EOC testing has gone well. Buddy's BBQ is open across from the ACHS campus and several students have obtained jobs there. Basketball games are good to go after a recent COVID-19 scare.

IX. DIRECTOR'S REPORT

- A. Joe Forgety was a lifelong educator with a lot of institutional knowledge that is now gone. His daughter Loren is a teacher at Briceville Elementary and his son Jared once worked for us. We are reminded that things are beyond our control but we have a great plan to mitigate COVID-19 in our system. We are one of a few schools still open and in session.

X. COMMITTEE REPORTS

- a. Scott Gillenwaters provided the Budget Committee report.

XI. ACTION ITEMS

- A. **Motion** by Glenda Langenberg and seconded by Don Bell to approve graduation dates/ times. **Motion carried.**
a. CRCS Thursday, May 13 at 6:00 PM; Innovative Academy at 7:30 PM
b. CHS Friday, May 14 (rain date May 15 and 16)
c. ACHS Friday, May 21 (rain date May 22 and 23)
- B. **Motion** by Dail Cantrell and seconded by Scott Gillenwaters to approve moving the date of the board meeting in May 2021 (from Thursday to Wednesday) due to graduation. **Motion carried.**
- C. **Motion** by Jo Williams and seconded by Glenda Langenberg to approve the 2020-2021 Grantee and Delegate Self-Assessment Improvement Plans. **Motion carried.**
- D. **Motion** by Jo Williams and seconded by Glenda Langenberg to approve the 2020-2021 Grantee Bylaws for the ACS Preschool Policy Council. **Motion carried.**

XII. APPROPRIATIONS

Financial Report

Motion by Scott Gillenwaters and seconded by Teresa Portwood to approve budget appropriations 1 a - e. **Motion carried.**

Roll Call Vote

Don Bell	Yea
John Burrell	Yea
Dail Cantrell	Yea
Scott Gillenwaters	Yea
Glenda Langenberg	Yea
Andy McKamey	Yea
Teresa Portwood	Yea
Jo Williams	Yea

TRANSFERS

Motion by Scott Gillenwaters and seconded by Andy McKamey to approve transfers 2 a – r. **Motion carried.**

Adjourned at 6:35 PM.

Dr. John Burrell, Chairman

Dr. Tim Parrott, Director of Schools

**OFFICE OF THE COUNTY LAW DIRECTOR
ANDERSON COUNTY, TENNESSEE**

101 South Main Street, Suite 310
CLINTON, TENNESSEE 37716

N. JAY YEAGER
Law Director

TELEPHONE: (865) 457-6290
FACSIMILE: (865) 457-3775
Email: jyeager@aclawdirector.com

MEMORANDUM

TO: Ms. Annette Prewitt, Chief Deputy to the County Commission

CC: County Commission

FROM: N. Jay Yeager

DATE: January 13, 2021

RE: Law Director's Report – January 19, 2021 – County Commission Meeting

A. Contract Approvals:

1. Joseph G. Jarret- Charter Commission
2. State of TN Department of Health- Mayor's Office
3. Carter Express- Mayor's Office
4. Family Justice Center Grant- DA
5. M&M Micro- Sheriff's Department
6. AmeriMed- Sheriff's Department

B. Lawsuit Update

1. Carl Clifford Smith – Rule 59 Motion to Alter or Amend filed
2. Tallent, Nancy v. AC and DA (New Lawsuit)
3. Beets, Phillip v. AC (Dismissed with no liability to county)

C. Courtesy Resolutions

1. Deputy Kim Lay - Requested by Sheriff
2. Deputy K-9 Al – Retirement – Requested by Sheriff
3. Jordan Bowling – Requested by Chairman Anderson

Anderson County Board of Commissioners
OPERATIONS COMMITTEE
MINUTES

January 11, 2021

Meeting held electronically pursuant to Resolution 20-04-812

All votes are by Roll Call

Members Present: Tim Isbel, Steve Mead, Phil Yager, Theresa Scott, Tracy Wandell, Robert McKamey, Rick Meredith and Josh Anderson

Members Absent: None

Call to Order: Chairman Isbel called the meeting to order.

Chairman Isbel said the prayer.

Commissioner Mead led the pledge of allegiance.

Chairman Anderson requested to withdraw item #9 from the agenda.

Commissioner Mead made a motion to approve the agenda seconded by Commissioner McKamey. Motion passed by voice vote.

No citizens addressed the Committee.

General Clark and Melissa Miller were present to answer any questions regarding the Family Justice Center grant. No Action Taken.

> Commissioner Meredith made a motion to approve Resolution #21-01-841 authorizing the Mayor to enter into a Payment-In-Lieu-Of-Tax agreement with DOE, seconded by Commissioner Mead. Motion passed to forward to full commission for approval.

> Commissioner McKamey made a motion to recommend to County Commission that we extend our emergency sick leave guidelines effective January 1, 2021 through March 31, 2021 at which time it will be reconsidered by the Legislative Body. Commissioner Mead seconded the motion. Motion passed to forward to full commission for approval.

Emergency Sick Leave applies to Anderson County regular, active full-time and part-time employee(s) for any of the following reasons:

- 1. Quarantine/Isolation Order—when the employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;*
- 2. Self-Quarantine—when the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;*
- 3. COVID-19 Symptoms—when the employee is experiencing symptoms such as a fever, dry cough, shortness of breath, or other COVID-19 symptoms recognized by the U.S. Centers for Disease Control and Prevention and is seeking a medical diagnosis;*
- 4. Care for Others—when an employee is caring for an individual who is subject to a quarantine or isolation order or whose health care*

provider has advised the individual to self-quarantine due to concerns related to COVID-19; and

5. School/Childcare Closure—when the employee is caring for a son or daughter because the school or childcare provider has been closed, or the childcare provider is unavailable due to COVID-19 precautions.

When an employee is quarantined for Numbers 1-3, the employee may receive paid emergency sick leave (ESL) at the employee's average, regular rate of pay. This amount, however, is capped at 80 hours and is not to exceed \$511 per day (\$5,110 in the aggregate). When an employee is absent from work to care for others or because of childcare obligations, Numbers 4-5, ESL will be paid at two-thirds of the employee's average regular rate and is capped at \$200 per day (\$2,000 in the aggregate), not to exceed 80 hours.

Employees who have exhausted the 80-hour limit may use other leave options if necessary, including vacation leave, sick leave or personal leave.

Discussion of closing the county buildings – No Action Taken.
Mayor Frank gave an update on the one entrance to the Courthouse.

Commissioner Meredith made a motion to defer the discussion of the State collecting the Hotel/Motel tax to the fall, October, to see how they collect that. Commissioner Mead seconded the motion. Motion passed.

Commissioner Wandell made a motion to defer the PCUD Board members discussion to the Legislative Committee. Commissioner Scott seconded the motion. Motion passed.

➤ Commissioner Wandell made a motion to place the Covid-19 information that relates to the hours of operation for Anderson County testing and the vaccine along with the State information for the vaccine to be given, signed up for and all other pertinent information on Channel 95. Commissioner Scott seconded the motion. Motion passed to forward to full commission for approval.

New Business:

Commissioner Wandell requested to add Ben's Mobile Home Park to next Operations Committee Meeting.

Old Business:

Commissioner McKamey made motion to adjourn.

**Anderson County, Tennessee
Board of Commissioners**

RESOLUTION NO. 21-01-842

A RESOLUTION AUTHORIZING THE COUNTY MAYOR TO ENTER INTO A PAYMENT-IN-LIEU-OF-TAX AGREEMENT WITH THE DEPARTMENT OF ENERGY

WHEREAS, Anderson County has requested that the U.S. Department of Energy (DOE) render financial assistance to the County in the form of a payment-in-lieu-of-taxes on real property acquired for nuclear and other energy purposes; and

WHEREAS, DOE has agreed to aid Anderson County by making a payment-in-lieu-of-taxes in the amount of the ad valorem tax revenue loss for tax year which Anderson County has suffered by virtue of removal of said real property from taxable ownership provided Anderson County will accept such payment in release of tax claims, if any, it may have against DOE or its contractors engaged in the performance of functions of DOE in Anderson County; and

WHEREAS, Anderson County is authorized by state law to accept financial assistance from Federal agencies and to make agreements and execute instruments containing such terms and conditions as may be necessary for the purpose of obtaining such financial assistance.

NOW, THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners, meeting in regular session at Clinton, Tennessee, on January 19, 2021, that Anderson County is hereby authorized to accept from DOE payment-in-lieu-of-taxes in full satisfaction and release of any claims for taxes against DOE and its contractors based on or measured by the value of Federal property utilized by such contractors in the performance of activities of DOE in Anderson County, provided that the acceptance of this payment shall not operate in any manner in prejudice of Anderson County's eligibility for payment-in-lieu-of-taxes based on the benefits and burdens test prescribed in Section 168 of the Atomic Energy Act.

BE IT FURTHER RESOLVED that Terry Frank, Anderson County Mayor, is authorized to execute, for and on behalf of Anderson County, the transmittal of a request for payment and an agreement with DOE for payment-in-lieu-of-taxes in the amount of \$ _____ for 2020.

BE IT FURTHER RESOLVED that the calculated payment-in-lieu-of-taxes is based on the number of acres of DOE properties in the respective tax rate location.

ADOPTED this 19th day of January, 2021.

APPROVED:

Josh Anderson, Commission Chairman

Terry Frank, Anderson County Mayor

ATTEST: _____
Jeff Cole, County Clerk