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

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**Proclamation for Dave Anderson – requested by Commissioner Denenberg**  
**Resolution Honoring Ralph Daniels – requested by Commissioner Vowell**  
**Resolution Recognizing Mary Ann Young – requested by Sheriff Barker and Mayor Frank**

**Consent Agenda**  
**Monday, November 16, 2020 @ 6:30 p.m.**

- 1. Approval and corrections of October 2020 County Commission Minutes**
- 2. Approval of Notary and Bonds**
- 3. Courtesy Resolutions/Proclamations**
  - Proclamation for Dave Anderson – requested by Commissioner Denenberg
  - Resolution Honoring Ralph Daniels – requested by Commissioner Vowell
  - Resolution Recognizing Mary Ann Young – requested by Sheriff Barker and Mayor Frank
- 4. Committee Reports**
  - ADA Oversight Committee Minutes (10/26/20)
  - Finance Committee Minutes (11/9/20)
  - HR Advisory Committee Minutes (10/14/20, 11/2/20)
  - Fire Commission Minutes (11/10/20)
  - AC Conservation Board Minutes (10/5/20), Revised By-Laws
  - AC Library Board Minutes (9.17.20)

**Respectfully Submitted,**  
**Joshua Anderson, Chairman**

**Anderson County, Tennessee  
Board of Commissioners**

**RESOLUTION NO. 20-11-830**

**A RESOLUTION RECOGNIZING MARY ANN YOUNG FOR HER YEARS OF SERVICE TO THE PEOPLE  
OF ANDERSON COUNTY**

**WHEREAS**, Mary Ann Young has served as the Director of Alternatives to Incarceration for Anderson County for almost six years. When Ms. Young first came to work at the Anderson County Detention Facility, she met with a number of individuals and researched ways to help those citizens incarcerated at the county jail; and

**WHEREAS**, what started as three programs quickly blossomed into more, until Ms. Young found herself overseeing 20 ongoing classes, and working with PSI Probation, ETHRA Workforce Development, Ridgeview Behavioral Health, Anderson County Adult Education, Child Advocacy Center and others to help incarcerated citizens plan for and accomplish their goals; and

**WHEREAS**, since becoming ATI Director, there have been 178 classes completed inside the detention facility. The classes are approximately eight weeks in length and focus on the following topics: how to become a better parent; dealing with anger issues; how to have healthy relationships; overcoming substance abuse issues; and more; and

**WHEREAS**, since 2015, there have been 819 men and women graduate so far and receive certificates through the Alternatives to Incarceration programs. This includes both sentenced and non-sentenced state and county inmates. Of the 819 program graduates, 462 sentenced individuals have graduated from the main core program, Moral Reconnection Therapy (MRT). Over the last five years, the MRT graduates have shown a men's success rate of 54 percent with a recidivism rate of 46 percent, and a women's success rate of 50 percent; and

**WHEREAS**, the Alternatives to Incarcerations Program has also helped 19 men and women receive their HiSET (formerly known as GED) diplomas over the last five years. Additionally, there have been 133 men and women participate in the National Career Readiness Certification exam, which has assisted many in getting jobs upon their release from jail; and

**WHEREAS**, Ms. Young has seen a number of lives transformed in powerful ways, but she also knows work remains to continue planting seeds of encouragement and hope for those incarcerated individuals who have yet to break the cycle of recidivism.

**NOW THEREFORE, BE IT RESOLVED**, that Anderson County Mayor Terry Frank, Anderson County Sheriff Russell Barker, and members of the Anderson County Board of Commissioners, do hereby recognize Mary Ann Young for her passionate and selfless service, her ability to bring together stakeholders to advance this worthy program, and her dedication to finding so many ways to help those citizens incarcerated find new paths and more productive ways to live their lives.

\_\_\_\_\_  
Josh Anderson, Commission Chairman

**APPROVED AND ADOPTED**, this 16<sup>th</sup> day of  
November 2020.

\_\_\_\_\_  
Mrs. Terry Frank, Anderson County Mayor

\_\_\_\_\_  
Russell Barker, Anderson County Sheriff

**ATTEST:** \_\_\_\_\_  
Jeff Cole, County Clerk

Anderson County ADA Oversight Committee  
Minutes for October 26, 2020 meeting---plus updates since the meeting

Present: Mayor Frank, ADA coordinator Roger Lloyd and Louise McKown, chair of the committee  
Commissioner Jerry Creasey was once again absent because of family obligations in North Carolina.

**Updates from Mayor Frank:**

New Courthouse entrance:

Roger and Mayor Frank met with the architect for the new entrance for the Courthouse. They have selected the installers for the push button door openers and have no problem with putting the entrance opener on a pole as was done at the Oak Ridge Clerk/Trustee office.

The architects are thinking that the door to go out of the building will be 46 inches wide to accommodate the high number of people now in the US who are overweight. It seems to be a standard that builders are going by now. This would also be a plus for wheelchair users who need wider chairs.

Louise was really concerned about the door handle hardware because Cannon and Cannon's survey cited so many places that did not have the proper door handles in our county. So, the architects showed Mayor Frank and Roger some samples and they decided on one that will meet standards that has the most room for a person with a closed fist to be able to use the handle.

Louise asked how long before work will begin. Mayor Frank said there are details the architect is working on so it will probably be three months before it goes out for bid.

Lost Bottom boat ramp extension plans:

Mayor Frank attended the last Conservation board meeting. They are still in the development stage of the plans and need TVA approvals first of what they will allow the county to do. But they would like to have an accessible fishing pier like we have at Gibbs Ferry Park. The board realizes that they will have to pave the parking lot for accessible parking there. Plus the board would like to have some benches that will also be accessible.

**Updates from Roger on the Courthouse:**

Accessible drinking fountains:

Roger reported three have been ordered but it will be another four weeks or so before they come in and are installed. We may still have problems with how far out these new ones, as well as the ones already installed, that stick out into the hallway beyond two inches that is what the ADA allows..

Louise has emailed and called a former member of the ADA committee, Nancy Feist, who is blind. Louise asked Nancy for a recommendation as to the ADA compliant texture we need to put in the hallway in front of the drinking fountains so that people who are blind will not run into them. But it wasn't until after the meeting that Louise got an answer.

Nancy went to the Courthouse after the ADA meeting and called Louise with her ideas on this matter and other obstacles in the Courthouse not cited in Cannon and Cannon's survey. She said that she didn't have too much problem with the drinking fountains because the edges are rounded. She also said that because the enclosure in the wall is just far enough from the drinking fountain, she knows that walking with her white cane, that she is coming up to either a doorway or something for which she needs to make allowances. Nancy does not have a guide dog and in Louise's mind, a guide dog may not see that in time not to bump into the fountain.

The problem in the Courthouse that Nancy noted that she was unprepared for is all the benches and chairs in the hallways at the Courthouse. She kept bumping into them.

Louise asked Nancy what sort of texture she recommends so a person who is blind will not run into the drinking fountain and benches. What Louise has found online are just truncated dome plates that are suitable for curb cuts, but not indoors.

Nancy wasn't sure what to recommend until she called Katherine Moore, the executive director for the Knoxville Disability Resource Center who often does ADA checks at various businesses. Katherine is also blind. She recommended mats to be placed at least a foot wide before the water fountains. She noted that they must be slip proof. Louise said that she has such type of mats on her tile kitchen floor that she got at Home Depot. They are gray with a black trim around them which would be good for contrast for people with low vision. Louise's sister, out of blue, has found other mats on Home Depot's website that has now been sent to the members of the ADA committee for them to consider that have greater texture than what she owns. Prices are noted as well as various sizes.

Restroom door signs: Nancy Feist is somewhat lenient about Braille and raised print door signs on restroom doors instead of mounted on the wall beside the door---just because she is so used to signs being on the door in so many other buildings. But some are so high up that a short person or a person with low vision using a wheelchair would not be high enough to feel them. Louise assured Nancy these will in time be either removed from the door and placed on the wall or additional signs will be mounted on the wall.

Counter tops: Our counter tops at all our departments, such as City Clerk, Register of Deeds, Trustee, and Property Assessor, etc. are too high for wheelchair users. We do not relish the idea of cutting into the marble surfaces on our counter tops. Roger has shown Louise and Mayor Frank a sample of the only mount-to-the-wall lower counter top that can be placed in front of the existing counter tops.. None of us really like it, but it is the only one Roger found online. This counter top has to be 2 feet wide and 3 feet long. Louise offered to contact Tim Isbel to see if he or someone he knows can make something that flips down that won't be so heavy or as hard to pull up as this metal one is.

Assistive listening device receivers: Louise asked a question she should have asked years ago. We have assistive listening device set up in Room 312 and a sign outside that we have receivers available for those who are hard of hearing. But Louise was never told who to ask if someone needed a receiver. She assumed all along that someone in charge had one or two receivers in the room. Roger and Mayor Frank didn't know, but she will ask Jeff Cole where they are kept. Roger said that he and Rex Lynch have tested all the assistive listening devices in the Courthouse, and yes, they do work.

#### **Updates on Polling sites:**

Just before Labor Day the committee sent out a 20-page memorandum to all three school systems in the county that have schools that have polling sites, and to the Cities of Oak Ridge, Clinton, Norris and Rocky Top---plus the election office showing where they need to make temporary and permanent accommodations for voters with disabilities. Photos of sites were included based on the visit Louise took to all polling sites but Rosedale's grocery store during Election Day in August. We have had some responses from these entities, but not all.

Mayor Frank asked Dr. Parrott why his six-year timeline was not followed for this year, so far. He replied with a revised plan for the next two years. Louise speculated that the schools had several planned projects earlier on and ADA was added at the end.

Kelly Johnson, director for Clinton City Schools has responded positively to the request that one parking space near the playground at South Clinton Elementary School be widened to be van accessible with an access aisle and a sign erected on Election Day telling people that a parking space will be available for people with disabilities to use. That side of the building area is flat, as opposed to the existing accessible parking spaces that are on a hill, thus making them ADA non-compliant. They school

system will also pay for a temporary doorbell there to alert poll workers that someone wants to enter the building through the side door. They foresee using it for other events at the school.

Louise will ask Dr. Borchers, director of Oak Ridge Schools, at an upcoming League of Women Voters meeting where he is the speaker---when the Office of Civil Rights/OCR is going to approve their ADA transition plan so they can begin to correct the access problems at the schools. His answer was they contacted OCR two weeks ago and work is already beginning. The complaint was sent to OCR four years ago.

None of the members of the ADA committee have received emails or calls from the cities. However, Oak Ridge is making signs for voters with disabilities to call a number to be able to open the door at the back of the Municipal building that is basically in COVID-19 lock down mode for people other than employees. People can get into the building on Election Day without a problem if they can climb the front stairs leading to the Courtroom where people vote. Otherwise they must call on their cell phone asking for someone to open the door on the back side of the building.

Louise will once again make the rounds to polling sites on Election Day, November 2<sup>nd</sup> to see what has and has not been done.

**Briceville Public Library:** Louise in her tour of polling sites also passed by the Briceville library. It has one parking space with an access aisle, but it is on the wrong side of the aisle to meet the ADA guidelines for van accessibility. It has a pavement sign, but lacks a pole sign. Louise asked who would have to pay to make this right. Would the county? We can at least give them a pole from the ones Roger took down after the Oak Ridge Senior Center moved. It isn't a high priority on our plan, but Louise just raised the issue for future discussion, because the county does give four library funding.

**TDOT meeting:**

Mayor Frank attended a meeting on October 28, where they heard from TDOT that they want a progress report on the implementation of our transition plan in mid-December. Roger and Mayor Frank will work on his report and present it to the ADA oversight committee on December 7<sup>th</sup>.

**Next meeting:** We will meet virtually December 7<sup>th</sup> at 3:00 p.m.---not 4:00, so that if Mayor Frank wants to attend the Conservation board meeting, she can at 4:00 p.m.

Minutes written and submitted by Louise McKown, chair of the ADA Oversight committee

# ***Anderson County Board of Commissioners Financial Management Committee Minutes***

November 9, 2020

3:30 PM, Room 312 & Virtual # 200-506-381

Members Present: Phil Yager (Committee Chair), Tim Parrott, Chuck Fritts, Terry Frank, and Tim Isbel.

Members Absent: Rick Meredith and Gary Long

Meeting Facilitator: Phil Yager (Committee Chair)

Call to Order: The meeting was called to order by Phil Yager (Committee Chair).

- I. Lease policy for county owned property to include transparency on county in-lieu-of contribution.

Mayor Terry Frank presented for discussion the need for policy development that will address leasing of county owned property and reporting transparency. The Mayor will work with the Finance Department to develop draft policies.

No action taken.

- II. Handling of disputed property tax payments

Mayor Terry Frank presented for discussion that while it is the sole statutory authority of the Trustee whether or not to collect disputed portions of property tax, the Finance Committee supports the Trustee not collecting the disputed portion.

Motion by Terry Frank, seconded by Tim Isbel, and passed to refer to the Anderson County Board of Commissioners with a recommendation for approval.  
Motion Passed via roll-call vote.

- III. Old Business

None.

- IV. New Business

None.

- V. Meeting Adjourned.

***Anderson County Board of Commissioners  
Financial Management Committee  
Meeting Agenda***

November 9, 2020  
3:30 PM, Room 312 & Virtual # 200-506-381

Purpose of Meeting: Regularly scheduled meetings to discuss topics as they relate to the County Financial Management System of 1981

Meeting Facilitator: Phil Yager (Committee Chair)

Invitees: Phil Yager, Rick Meredith, Chuck Fritts, Terry Frank, Tim Isbel, Gary Long, and Tim Parrott

- I. Lease policy for county owned property to include transparency on county in-lieu-of contribution.
- II. Handling of disputed property tax payments
- III. Old Business
- IV. New Business
- V. Adjourn

## **Robby Holbrook**

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**Subject:** GoToMeeting Invitation - Finance Meeting

**Start:** Mon 11/9/2020 3:30 PM  
**End:** Mon 11/9/2020 4:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

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

Finance Meeting  
Mon, Nov 9, 2020 3:30 PM - 4:00 PM (EST)

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

<https://global.gotomeeting.com/join/200506381>

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

United States (Toll Free): 1 877 568 4106  
- One-touch: <tel:+18775684106,,200506381#>

United States: +1 (646) 749-3129  
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Access Code: 200-506-381

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<https://global.gotomeeting.com/install/200506381>



Lessee/Renter	Lease #	Facility	Address
State of TN District Attorney's Office	0001	Jolley Building	101 S. Main St.
ETHRA	0006		125 Leinart Ste 5?, 728 E Emory Valley?, 136 S. Illinois Ave?
United Way of Anderson County	0008	DARC Building	728 Emory Valley Road Oak Ridge, TN 37830
City of Oak Ridge	0013	???	???
ARC of Anderson Co -(American Retarded Community)*	0014	???	728 Emory Valley Road?
Emory Valley Center	0015	???	715 Emory Valley Road Oak Ridge, TN 37830?
Genral Session Court II	0017	DARC Building	728 Emory Valley Road Oak Ridge, TN 37830
David Landreth (Buses)	0019	205 Main	205 Main St.
Tuppertown Community Center	TPTN	TCC	???
County Farm Lease		???	???
Community Mediation Services		Courthouse	100 N. Main St., Rm115
CASA		Courthouse	100 N. Main St., Rm115
Knoxville Teacher's Federal Credit Union		Courthouse	100 N. Main St., Rm123
Anderson County Schools (ACG pays Utilities)		Soccer Fields	Dention Center
Anderson County Schools (School Program)		Building	1480 Blockhouse Valley Rd Clinton, TN 37716
Marlow Volunteer Fire Department		Fire Station	1019 Oliver Springs Hwy, Clinton, TN 37716
Andersonville Volunteer Fire Department		Fire Station	1957 Mountain Rd, Andersonville, TN 37705
Mountainview Park			
ASAP		Jolley Building	101 S. Main St.
Keep America Beautiful		DARC Building	728 Emory Valley Road Oak Ridge, TN 37830
Civil Air Patrol		DARC Building	728 Emory Valley Road Oak Ridge, TN 37830
Holiday Bureau		Behind DARC	728 Emory Valley Road Oak Ridge, TN 37830
UT Agricultural Extension Office		Courthouse	100 N. Main St., Rm213
*Moving March 1, 2019			

<b>Facility: Anderson County Courthouse</b>					
	<b>Ttl Sqft</b>	<b>Annual Expense</b>	<b>Annual Cost/SQFT</b>		
	62,500				
Maintenance & Repairs					
Electric					
Water					
Gas					
Internet/WiFi					
Insurance					
Depreciation					
Total Annual Expense		\$ 825,708	\$ 13.2113		
	<b>Ttl Sqft</b>	<b>Annual Cost Allocation</b>	<b>Monthly Cost Allocation</b>		
<b>Lessee/Donation Recipient:</b>					
CASA	200	\$ 2,642	\$ 220.19		
Community Mediation Services					
KTFCU					
UT Ag Extension					
Three possible approaches:					
1. Use "Market Lease Rate per SQFT" for each facility.					
2. Use Buidlings and Grounds total departmental costs divided by total SQFT of all county buildings,					
and prorate.					
3. Determine "standard percentage" of B&G total departmental costs to each county bulding,					
and prorate.					

# Payment of Undisputed Portion of Tax

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- ◆ Must have paid the undisputed portion of the tax prior to the delinquency date.
- ◆ “Undisputed portion of the tax” is the amount that would be imposed on the basis of the classification and market value claimed on the appeal form.
- ◆ The tax collecting official may decline to accept the disputed portion of tax.
- ◆ TCA § 67-5-1512(b) & Rule 0600-1-.08

**Anderson County  
Human Resource Advisory Board Minutes  
November 2, 2020  
10:00 a.m. in Room 312, Courthouse & GoToMeeting**

**Members Present:** Chairman Catherine Denenberg, Gary Long, Robby Holbrook, Jay Yeager, Johnny Alley, and Rex Lynch

**Members Absent:** Terry Frank, Tim Shelton, Regina Copeland, Russell Barker, Jeff Cole, and Hal Cousins.

**Others Present:** Kim Jeffers-Whitaker, Stephanie Strickland, Theresa Scott, Jerry Creasy, Bob Smallridge, Andrew Stone, Annette Prewitt, Brian Young, Jeff Fraas, Brandon Williams, and Paul Richardson.

**Call to Order**

Robby Holbrook did a roll call vote for attendance. Quorum was not present.

**Adjourned**

Anderson County Board of Commissioners

## **Human Resources Advisory Committee**

### **Special Called Meeting Agenda**

November 2, 2020 Room  
118A at 10 a.m.

1. Call to Order
2. Roll Call
3. Approve Prior Meeting Minutes
4. Approval and Corrections of Agenda
5. COVID-19 Discussion by Chairman Denenberg
6. Old Business:
7. New Business
8. Next Meeting
  - January 13, 2021 @ 10 am
9. Adjourn

HR Advisory Committee Meeting - Virtual / Mon, Nov 2, 2020 10:00 AM - 11:00 AM (EST)

Please join my meeting from your computer, tablet or smartphone. <https://global.gotomeeting.com/join/194590149>

You can also dial in using your phone.

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**Anderson County  
Human Resource Advisory Board Minutes  
October 14, 2020  
10:00 a.m. in Room 118A, Courthouse & GoToMeeting**

**Members Present:** Chairman Catherine Denenburg, Jeff Cole, Gary Long, Robby Holbrook, Jay Yeager, Johnny Alley, Rex Lynch and Russell Barker

**Members Absent:** Terry Frank, Tim Shelton and Hal Cousins.

**Others Present:** Kim Jeffers-Whitaker, Stephanie Strickland.

**Call to Order**

Robby Holbrook did a roll call vote for attendance. Quorum present.

**Approval of Prior Minutes**

Minutes of the July 22, 2020 meeting were approved, as presented, on a motion made by Gary Long, and seconded by Rex Lynch. Motion carried by roll call vote.

**Approval and Correction of Agenda**

Jeff Cole made a motion to approve agenda, seconded by Gary Long. Motion carried by roll call vote.

**Election of a New Chairman**

Motion by Rex Lynch to nominate Catherine Denenburg as Chairman, seconded by Jeff Cole. Gary Long made a motion to cease nominations and elect Catherine Denenburg, seconded by Johnny Alley. Motion carried unanimously by roll call vote

**Voting Leave Policy**

Jay Yeager informed the Board that voting policy language needs to be reviewed and updated. The current policy has been in place for many years and Jay feels with early voting so predominant now the policy should be updated to steer employees in that direction due to some Departments being short staffed on Election Day. This will be discussed at the next HR Advisory meeting.

**HR Director Report**

HR Director Kim Jeffers-Whitaker presented to the committee an update on recent OSHA inspection, the County Handbook and NeoGov requirements, the FFCRA Aggregate Report, and licensure request via IT to ensure security of PHI. She also explained to the Committee about a Wellness Fund that BCBS is giving the County this year in the amount of \$25,000 and wanted input from the Committee on how best to spend the money. There are several ideas discussed; such as an onsite fitness center, diabetes and heart healthy cooking classes, and healthy vending

**Anderson County  
Human Resource Advisory Board Minutes  
October 14, 2020  
10:00 a.m. in Room 118A, Courthouse & GoToMeeting**

machines. No action was taken, but support from the committee for wellness programs was given.

**Old Business**

None

**New Business**

Motion made by Robby Holbrook to place Sheriff or designee by the Sheriff from his Department on the Board of Trustees, seconded by Jeff Cole. Motion carried by roll call vote.

**Upcoming Meeting**

January 13, 2021 at 10 am.

**Adjourned**

## **Human Resources Advisory Committee Agenda**

October 14, 2020  
Room 118A at 10 a.m.

1. Call to Order
2. Roll Call
3. Approve Prior Meeting Minutes
4. Approval and Corrections of Agenda
5. Elect a Chair
6. Voting Leave Policy, by Law Director Jay Yeager
7. HR Director Report
8. Old Business:
9. New Business
10. Next Meeting
  - January 13, 2021 @ 10 am
11. Adjourn



**Anderson County  
Human Resource Advisory Board Minutes  
July 22, 2020  
10:00 a.m. in Room 118A, Courthouse & GoToMeeting**

**Members Present:** ~~Chairman Phil Yager~~, Jeff Cole, Gary Long, Robby Holbrook, Regina Copeland, Jay Yeager, and John Alley.

**Members Absent:** Russell Barker, Rex Lynch, Terry Frank, Tim Shelton and Hal Cousins.

**Others Present:** Kim Jeffers-Whitaker, Stephanie Strickland, and Andrew Stone

**Call to Order**

HR Advisory Chairman Phil Yager called meeting to order.

**Approval of Prior Minutes**

Minutes of the May 28<sup>th</sup>, 2020 meeting were approved, as presented, on a motion made by Robby Holbrook, and seconded by Gary Long. Motion carried by voice vote.

**Approval and Correction of Agenda**

Gary Long made a motion to approve agenda, seconded by Robby Holbrook. Motion carried by voice vote.

**HR Director Report**

HR Director Kim Jeffers-Whitaker presented to the committee the annual review for the Thrive Health & Wellness Center along with the Trend Savings Report. CareHere's new TeleHealth program was discussed to include Full and Part-Time employees. The HR Advisory Subcommittee plans to meet virtually only at next meeting on August 4<sup>th</sup>, 2020.

**Salary Review**

Chairman Phil Yager began discussion on the salary of HR Director Kim Jeffers-Whitaker. Jay Yeager made a motion to raise the salary of the HR Director to match that of the other Level 12 employees. Motion seconded by Robby Holbrook. Motion carried by unanimous voice vote.

**Old Business**

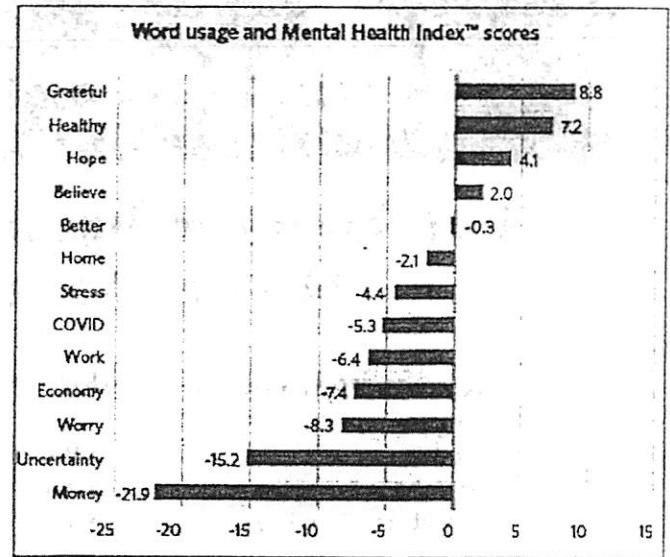
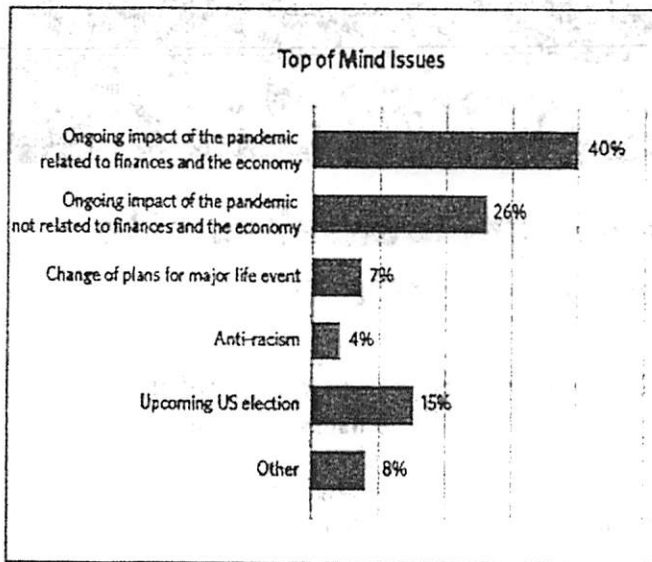
Kim Jeffers-Whitaker began discussion on the Anderson County Government Handbook and updates to its policies. Robby Holbrook made a motion to strike language: ~~"for a reason other than the following: 1) the continuation, recurrence or onset of a serious health condition that entitled the employee to leave under this policy, or 2) other circumstance beyond the control of the employee."~~ in Section 7.7 Family/Medical Leaves of Absence, seconded by Gary Long. Motion carried by unanimous vote.



### The Mental Health Index™ (industry)

The mental health of individuals across industries can differ immensely depending upon market and societal conditions. The highest mental health scores are observed in Construction (-2.1), Public Administration (-2.1), and Real Estate, Rental and Leasing (-2.7). Full-time students (-18.3) have the lowest mental health score followed by individuals in Information and Cultural Industries (-12.4), and Management of Companies and Enterprises (-12.0). Improvements from the prior month are shown in the table below:

Industry	August 2020 MHI	July 2020 MHI	Improvement
Public Administration	-2.1	-3.9	1.7



### Businesses Need to Attend to the Risk Among Employees.

#### The Mental Health Index™

measures the mental health risk and status of the working population. The current scores suggest a risk to the longer-term wellbeing of employees, which may impact business productivity, health costs and disability absence.

Business would do well to increase the focus on mental health through communication that increases the awareness of mental health warning signs, campaigns to reduce the stigma of seeking mental health support, and the promotion of health plans and public resources.

### How is Anderson County Responding to the Need?

1. Employee Assistance Programs (attachment)
2. MDLive (attachment)

Both programs allow for employees to receive free assistance that can directly assist them during these difficult times.

# 24/7 TELEHEALTH SERVICES FROM

**CareHere!**

POWERED BY  
**MDLIVE**

**Thrive**

**Available to all regular Anderson County Employees\*,  
ACTIVE full and part-time, regardless of insurance coverage.**

**Avoid the trip to Urgent Care or get counseling help  
24/7 from home, office or on-the-go.**

**Get care from a board-certified doctor for 50+ medical concerns including:**

- Allergies
- Cold & flu
- Constipation & diarrhea
- Eye problems & pink eye
- Fever
- Headache
- Infections
- Sore throat & cough
- Nausea & vomiting
- Rash
- Respiratory issues
- And more...

**Get help and comfort from a licensed counselor or psychiatrist addressing:**

- Addictions
- Bipolar Disorders
- Child & Adolescent Issues
- Depression
- & Postpartum Depression
- Eating Disorders
- Grief & Loss
- Life Changes
- Panic Disorders
- Parenting Issues
- Relationship & Marriage Issues
- Stress
- Trauma & PTSD
- And more



## **CARE WHEREVER HERE IS.**

- Private and confidential
- Board Certified doctors
- Licensed counselors and psychiatrists
- Available 24/7 at CareHere.com, 877.423.1330 or the MDLIVE App

\* Please refer to Anderson County Policy in defining regular, active employee status,  
or call your Human Resources & Risk Management Department.

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## Work/Life Services

Part of your EAP

# Too much on your plate? We can help you delegate.

*Secure a sitter. Rent an affordable place. Schedule a plumber. Find grandma a caregiver. Join a gym. Relocate for that new job.* Life's to-do lists can be endless. Wouldn't it be nice to have a personal assistant to help?

New Directions Work/Life services offers just that – a team of specialists to support you and your family members with nearly anything that impacts daily life. With one phone call, you can locate a provider, get referrals and resources for almost any need. All vetted, organized and customized to help you stress less, focus at work and be more present at home.

Work/Life services can help you with things like:

### CHILD/ELDER CARE

- Parenting skills
- Child care/development
- Camps/rehabilitation assistance
- Tutoring
- Housing options
- Elder care
- Senior housing/nursing homes
- Meal programs
- Companion services
- Disability resources
- Understanding Medicare/Medicaid

### DAILY LIVING

- Household maintenance
- Pet care
- Dining and entertainment
- Gifts and shopping
- Moving and relocation
- Meals and groceries

### CAREER AND WORK

- Resume writing and editing services
- Job placement resources
- Career counseling
- Community resources

### FAMILY RESOURCES

- Adoption assistance
- Special needs assistance
- Education assistance
- Household maintenance and repair
- Relocation
- Transportation needs
- Housing options
- College coaching
- Fitness assistance

### FINANCIAL RESOURCES

- Prescription assistance
- Rental assistance
- Food pantries
- Utility assistance
- Low-cost housing

### EMERGENCY RESOURCES

- Domestic violence services
- Emergency shelters
- Natural disaster preparation
- Natural disaster recovery
- Response to employer requests

## Start today – no cost, no limits!

1. Call 800-624-5544
2. Tell us your needs and any preferences
3. Receive at least three referrals per request within two days
4. Connect with referrals
5. Get it done ✓

### Work/Life services include

- ☑ Practical support for everyday life issues
- ☑ Help to manage your work, family and personal needs
- ☑ Personalized consultations with trained Work/Life specialists
- ☑ Referrals to local providers and national services
- ☑ 24/7 support for you and your household members
- ☑ Tip sheets, checklists and other helpful tools

Use the personal assistant you didn't  
know you had, today!

ndbh.com  
800-624-5544



CareHere!



IT'S WORTH  
A SHOT

Get a FLU VACCINE at NO COST TO YOU.

First come, first served Walk-in appointments welcome

Flu vaccines do not protect against COVID-19 illness.

## ANDERSON COUNTY FLU EVENTS

October 9, 16, 23, 30  
1:00 PM - 4:00 PM

Thrive Health & Wellness Center | 100 Main Street | Clinton, TN 37716

- Flu shots are offered at no cost to for all AC employees and all members covered under the County's medical plan.
- Children ages 4-9 years old need 2 shots, unless proof of previous flu vaccine is provided.

Protect yourself this flu season. | Please take advantage of this benefit.  
CareHere will be practicing current guidelines for disinfecting between patients & social distancing.

8



**MASK REQUIRED**

877.423.1330 | CareHere.com | CareHere App

CareHere abides by all federal HIPAA and confidentiality regulations. © 2020 | Proprietary to CareHere, LLC | All rights reserved

Ask employees to sign up

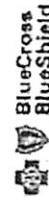
# Anderson County 2020 Wellness Program



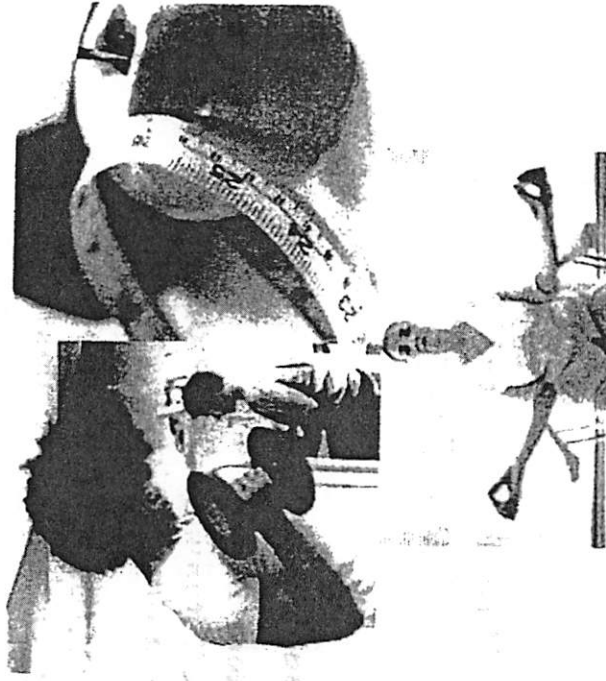
## INCENTIVE DRAWINGS

Participation Prizes with Monthly and Quarterly Drawings!

Bronze, Silver and Gold Drawings held in June at the Celebration Event!



CareHere!

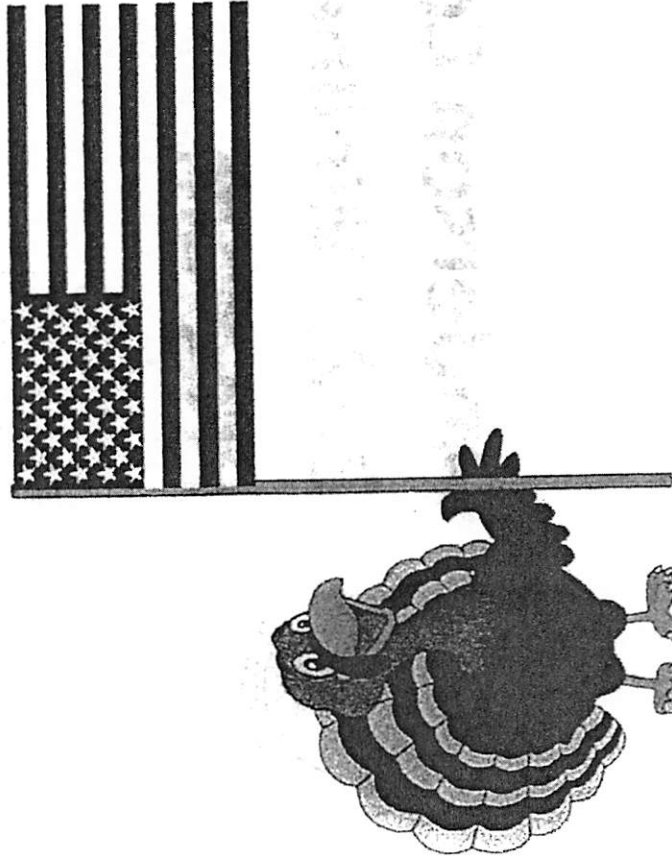


OCTOBER 1ST - JUNE 30TH

Registration forms can be picked up in the  
Human Resources & Risk Management Department,  
Room 102.  
Or, program forms can be found on NeoGov

Please submit Registration Forms via  
email or in-person to Drew

# THANKSGIVING FOR VETERANS



## Veterans Thanksgiving Food Drive

**What:** Thanksgiving Feast Items

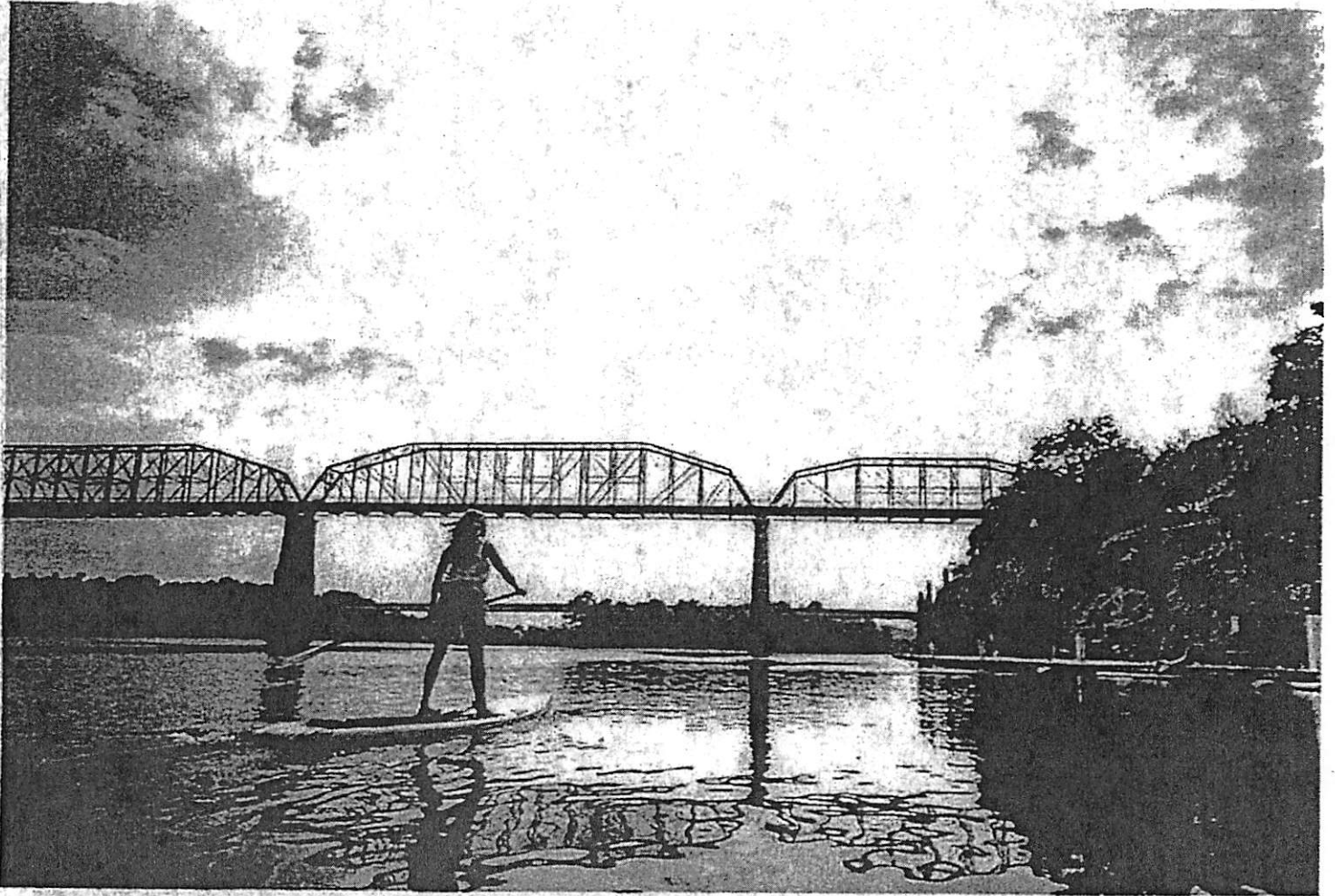
**When:** November 1-21<sup>st</sup>

**Where:** Drop off items at the HR Office, Room 102  
in the Anderson County Courthouse

Please contact (865) 264-6300 or  
[astone@andersontn.org](mailto:astone@andersontn.org) to request a suggested  
grocery list.



# Anderson County 2020 Wellness Program





# **Communication Plan 2020**

# Anderson County Wellness

## 2020 COMMUNICATION PLAN

### Monthly Awareness Themes

QUARTER 1	TOPIC	ARTICLES	MATERIALS	MEMBER WELLNESS CENTER
October	Flu Season	1. <u>Myths About the Flu Vaccine</u> 2. <u>Antibiotics 101</u>	'A Shot for You to Prevent the Flu' Guide	Challenge: It's Worth a Shot
November	Thanks and Planks	1. <u>7 Health Benefits from Planking</u> 2. <u>Planking Example</u>	1. Giving Thanks and Planks 2. Planksgiving Calendar	Challenge: Thanks and Planks
December	Hold It for the Holidays	1. <u>5 Tips for Avoiding Holiday Weight Gain</u> 2. <u>Finding a Fresh Start for the Holidays</u>	Weigh-In Challenge	Challenge: Weight Management
QUARTER 2	TOPIC	ARTICLES	MATERIALS	MEMBER WELLNESS CENTER
January	Healthy Goals	1. <u>Do This Instead of Making a New Year's Resolution</u> 2. <u>Exercise Tips to Help You Reach Your Fitness Goals</u>	Healthy Smart Goal	Challenge: Goal Q & A Challenge
February	Heart Health	<u>On-the-Go Heart Healthy Snacks</u>	Hypertension Flyer	Challenge: Blood Pressure Journal
March	Stress Reduction	<u>Stress and the Human Brain</u>	Sleep Better Challenge	Challenge: Sleep Better

Themes can be completed out of sequence!

# Anderson County Wellness

## 2020 COMMUNICATION PLAN

### Monthly Awareness Themes

QUARTER 3	TOPIC	ARTICLES	MATERIALS	MEMBER WELLNESS CENTER
April	Mental Health	<ol style="list-style-type: none"> <li>1. <u>Living with Social Anxiety</u></li> <li>2. <u>When to Seek Help for Mental Health</u></li> </ol>	Manage Your Stress	<b>Challenge:</b> Reduce Your Stress in 24 Seconds
May	Physical Activity/Fitness	<u>Secrets to Sticking With Your Fitness Routine</u>	<ol style="list-style-type: none"> <li>1. Stepping Out Challenge</li> <li>2. Exercise at Work</li> </ol>	<b>Challenge:</b> Stepping Out
June	Women & Men's Health	<ol style="list-style-type: none"> <li>1. <u>Health Screenings Every Man Needs</u></li> <li>2. <u>7 Things Every Woman Should Know - Breast Cancer</u></li> </ol>	<ol style="list-style-type: none"> <li>1. Men's Health to Build Wealth</li> <li>2. Ladies, Live Long and Strong</li> <li>3. Be Proactive</li> </ol>	<b>Program:</b> Preventive Health Provider Form

#### Additional Wellness Initiatives:

- o Complete a Health Risk Assessment
- o Complete a cancer screening: mammogram pap smear, PSA test, Colonoscopy, or other.
- o Complete one of the following: Dental, Vision, Hearing or Diabetic Foot Exam.
- o Join/attend CareHere Webinar each month. CareHere will provide two Webinars each month. Days and times will be e-blasted at the beginning of each month along with a link to connect. Be sure to add your email address to your CareHere.com account for direct emails. Must complete two Webinars to be eligible for 25 points.
- o Complete a CareHere App challenge that will be announced at the beginning of each month. Must complete two challenges to be eligible for 25 points.
- o Receive a flu shot.
- o Complete a Plan of Care on CareHere Connect which will include a health coaching call.
- o Establish a personal wellness goal and work toward achieving that goal, such as maintain a calorie budget, complete a nutrition plan of your choice (Samples: ChooseMyPlate.gov or myfooddiary.com)
- o Track/log food intake for seven consecutive days on an app, such as My Fitness Pal, Lose it, etc.
- o Complete a nutrition goal with a CareHere Health Coach.
- o Train and participate in a 5K (each 5k completed is 25 Points)
- o Complete an exercise program of your choice 3 or more times per week. Includes low impact or high impact, must be self-managed, (minimum of 4 weeks). Each week is 25 points.
- o Complete 8,000 steps daily for seven consecutive days. Each full week is 25 points. Maximum points are 100. You can track through CareHere App, watch, pedometer, etc.
- o Participate in 4 Exercise Classes, such as Yoga, Zumba, etc. (Take Charge Fitness membership rates are discounted for Anderson County employees, drop-in fees are available as well for individual classes).
- o CareHere will provide challenges each month that will be e-blasted and posted on the Human Resources & Risk Management Department's Facebook page at the beginning of each month. Be sure to add your email address to your CareHere.com account for direct emails. Must complete two to be eligible for 25 points.
- o Annual Gym Membership.

Themes can be completed out of sequence!

**2020/2021**  
**Anderson County Wellness**  
**Program**

October 1, 2020 - June 30, 2021

Anderson County Wellness Program, in collaboration with BCBST and CareHere, provides employees with the opportunity to engage in programs and activities that promote overall health and wellbeing. The program is aimed at developing a culture of health and wellness that improves the quality of life for employees and helps reduce health care costs.

#### **Eligibility and Program Requirements:**

1. All regular, active full-time and part-time employees are eligible to participate in the Anderson County Wellness Program.
2. All point systems are self-reported via CareHere App or to the Human Resources & Risk Management Department.
3. Incentives will be provided for the following. Specifics can be found on page 7.

Member Participation Recognition

Monthly Drawings Based Upon Points Achieved

Quarterly Drawing Based Upon Points Achieved

Gold/Silver/Bronze Incentives and Drawing Based Upon Points Achieved

4. For 2020/2021, Anderson County's employees who have our health coverage can have a Health Risk Assessment (HRA) completed at the Thrive Health and Wellness Center. The participant will obtain points as well for their previous 2020 HRA. The purpose is to provide you with information relative to your risk for chronic disease, most of which are preventable with early detection. Anyone else who is not eligible to receive an HRA at the Thrive Health Center, can use their provider. Please see the HR Office for the applicable packet when utilizing a market place provider (see page 48 of communication guide).
  - a. Already had a blood draw and follow-up in 2020? This will count as your HRA for the Wellness Program. You will not need to have another HRA blood draw until 2021.

#### **Anderson County Wellness Program**

A list of initiatives is provided in this guide that can be completed at any time during the wellness program period (October 1, 2020 through June 15, 2021). Additional initiative opportunities will be available each month. We will notify all employees at the beginning of each month via the Human Resources & Risk Management Department's Facebook page (<https://www.facebook.com/HRofAC>), CareHere monthly newsletter, CareHere eblasts and emails.

If it is unreasonable for an individual to meet the wellness program initiatives due to a medical condition, please contact the Human Resources and Risk Management Department. There are numerous initiatives throughout the year that do not have associated costs, however, if you choose an initiative that does have a cost (such as a fitness membership) it will be your responsibility to pay out of pocket cost.

**Remember, to receive points you must first download the CareHere app and sign up on the dashboard. You will self-report each initiative under the challenges button. You will find the "how to" in this packet as well. Additionally, for items not listed as self-reporting on the app, you are required to self-report wellness completions to the HR Office.**

#### **Anderson County Wellness Program Initiatives**

##### **Preventative - 25 points each.**

- o Complete a Health Risk Assessment - blood draw and follow-up
- o Complete a cancer screening: mammogram pap smear, PSA test, Colonoscopy, or other.
- o Complete one of the following: Dental, Vision, Hearing or Diabetic Foot Exam.
- o CareHere Webinar- Webinars will be announced monthly on the subject, day and times by email, Facebook <https://www.facebook.com/HRofAC>. **Must complete two Webinars to be eligible for 25 points.**
- o Complete a CareHere App Challenge - will be pushed out through the CareHere App on a monthly basis. You will be notified by <https://www.facebook.com/HRofAC>, CareHere eblasts and emails. **Must complete two challenges to be eligible for 25 points.**
- o Receive a flu shot.

##### **Activity- 25 points each.**

- o 5k Participation (1st through 4th)- Train and complete 3.2 miles (5k).
- o Weekly Exercise (1st through 4th)- Each completed week of a workout 3 times or more a week counts as one initiative.
- o Daily Steps Average (1st week through 4th) - Each completed week of 8,000 steps counts as one initiative.
- o Zumba Class (1st through 4th)- These classes are held at Take Charge Fitness. Please see their website [www.takechargefitnessprogram.com](http://www.takechargefitnessprogram.com) or Take Charge Fitness Facebook for a schedule.
- o Annual Fitness Membership- Employee may receive 25 points for holding a fitness membership. Will need to show proof to Human Resources and Risk Management Department.









Activity- 25 points each.

- o CareHere Connect Program- A program that is streamlined and easy to use online wellness platform to complete any wellness goals, such as Beginners Exercise, Cholesterol Management, Diabetes Management, Health Eating, Stress Management, Weight Management, Tobacco Cessation, etc.
- o Tobacco Cessation Program- Complete a Tobacco Cessation program by working 1 on 1 with a CareHere Health Coach or a self- paced 8 step online CareHere Program. See Thrive Health Center or email Mandy Lawson at mlawson@carehere.com to be scheduled. You may also complete a Tobacco Cessation Program through an outside source. Please provide documentation to the Human Resources and Risk Management Department.
- o Personal Wellness Goal- Any wellness goal such as maintain a calorie budget, workout/train for a specific goal, drink so many ounces of water a day, etc...
- o 7 Day Food Log- Log food for 7 consecutive days. Each week is one initiative and can have up to 4 initiatives (4 weeks). Free logs are www.Myfitnesspal.com, www.loseit.com
- o Health Coach Nutritional Goal – Complete one nutritional goal by working with a health coach. To get schedule please see Thrive Health center or email Mandy Lawson at mlawson@carehere.com

#### Anderson County Wellness Program Initiatives

- o All wellness program initiatives, must be self-reported no later than June 15, 2021 to be considered for point drawings!
- o Anderson County Wellness Program Event to be held on Wednesday, June 30, 2021. Time and Location are TBD.
- o Submit Registration and Release forms to the Human Resources & Risk Management Department. (page 8 & 9)

## Incentive Drawings

Level	Points Required	Incentives	Distribution
 <b>Quarterly Drawings</b>	<b>150</b>	- Bag of Goodies	<b>Month Following End of Quarter</b>
 <b>Monthly Drawings</b>	<b>50</b>	- \$10 Gift Card	<b>Month Following</b>
 <b>Participation</b>	<b>125</b>	- T-shirt and Badge Clip	<b>All will be distributed at the Ceremony in June of 2021</b>
 <b>Bronze</b>	<b>300-399</b>	- \$25 Amazon Gift Card, and - Random Drawing for Earbuds.	
 <b>Silver</b>	<b>400-499</b>	- \$50 Amazon Gift Card, and - Drawing for 1 Dollywood Season Pass	
 <b>Gold</b>	<b>500+</b>	- \$100 Amazon Gift Card, and - Random Drawing for Versa 3 Fitbit	

# ANDERSON COUNTY WELLNESS PROGRAM

## REGISTRATION FORM

OCTOBER 1, 2020 - JUNE 30, 2021

First and Last name: \_\_\_\_\_

Phone and Email: \_\_\_\_\_

Shirt size: \_\_\_\_\_

I hereby give my employer, Anderson County Government, consent to record, videotape and photograph my image and/or voice to be used in the following ways (check all that apply):

- ☐ Company intranet accessible by employees only
- ☐ Company internet accessible via the World Wide Web to anyone
- ☐ Printed employee newsletter
- ☐ Printed client/customer newsletter
- ☐ Printed annual report
- ☐ Other: \_\_\_\_\_

I further understand that no special compensation will be provided to me for use of my image and that I may not be informed in advance of the specific use of my image.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Please submit this form to the Human Resources & Risk Management Department.

## Anderson County Government

### Wellness Program Waiver and Release of Liability

In consideration of my use of the wellness program and facilities provided by the County, I expressly agree, consent and contract, on behalf of myself, my heirs, executors, administrators, successors and assigns, that the County and its insurers, employees, officers, directors, associates, and third-party contractors shall not be liable for any damages arising from personal injuries (including death) sustained by me, or my guest in, on, or about the premises, or as a result of the use of the program, equipment or facilities, regardless of whether such injuries result, in whole or in part, from the negligence of the company.

By the execution of this agreement, I accept and assume full responsibility for any and all injuries, damages (both economic and non-economic), and losses of any type, which may occur to me or my guest, and I hereby fully and forever release and discharge the County, its insurers, employees, officers, directors, associates, and third-party contractors from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether the same be known or unknown, anticipated, or unanticipated, resulting from or arising out the use of said program, equipment and facilities.

I expressly agree to indemnify and hold the County harmless against any and all claims, demands, damages, rights of action, or causes of action, of any person or entity, that may arise from injuries or damages sustained by me or my guest.

I agree to be solely responsible for safety and well-being of my guest and myself. I understand that the County does not provide supervision, instruction, or assistance for the use of the program, facilities and equipment.

I agree to comply with all rules imposed by the County or hosting facility regarding the use of the program, facilities and equipment. I agree to conduct myself in a controlled and reasonable manner at all times, and to refrain from using any program, equipment or facility in a manner inconsistent with its intended design and purpose.

I understand and acknowledge that the use of the program, equipment or facility involves risk of accident, illness, serious injury, permanent disability, and death. I understand and assume these risks for myself and my guests.

I understand and agree that the County is not responsible for property that is lost, stolen, or damaged while in, on, or about the premises.

I understand and agree that my use of the program, facilities and equipment is only to be undertaken on my own personal time, and that my use of the program, facilities and equipment is not within the course or scope of my employment.

**I HAVE CAREFULLY READ THE FOREGOING WAIVER AND RELEASE OF LIABILITY AND VOLUNTARILY EXECUTE THIS DOCUMENT WITH FULL KNOWLEDGE OF ITS CONTENT.**

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please submit this form to the Human Resources & Risk Management Department.**



# CareHere! IT'S NOW TIME FOR YOUR HRA!

Schedule an appointment today!

With our Health Risk Assessment,  
you'll get a comprehensive look at your health.

A Health Risk Assessment (HRA) consists of a blood draw,  
vital signs, biometrics & health history

Ask your provider about getting your  
Health Risk Assessment today.

**FASTING IS REQUIRED**

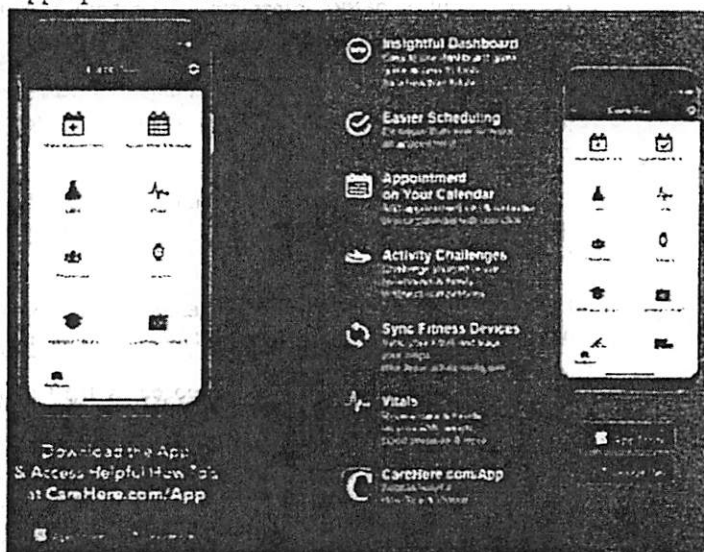
877.423.1330 | CAREHERE.COM | CAREHERE APP

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## Anderson County Wellness Plan App Instructions

Step 1: Download the CareHere App and sign up or sign in.

Step 2: As you complete each initiative you will pull up the app, click on the Incentives tab and click on the initiative you have completed. If there is more than one initiative under that category it will be labeled 1st, 2nd, 3rd etc...Click on the appropriate tab for that initiative.



## THE ALL-NEW CareHere! APP



Download the App  
& Access Helpful How To's  
at [CareHere.com/App](http://CareHere.com/App)



## THE ALL-NEW CareHere! APP

**Insightful Dashboard**  
Easy to use dashboard gives quick access to tools for a healthier future

**Easier Scheduling**  
It's easier than ever to make an appointment

**Appointment on Your Calendar**  
Add appointment info & reminder to your calendar with one click

**Activity Challenges**  
Challenge yourself or join co-workers & family in fitness competitions

**Sync Fitness Devices**  
Sync your FitBit and track your steps. More space within existing screen

**Vitals**  
Review data & trends on your BMI, weight, blood pressure & more

**CareHere.com/App**  
Access Helpful How To's & Videos



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# Anderson County Fire Commission

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## November 10, 2020 Meeting Minutes

Meeting called to order by Shain Vowell at 6:30pm.

Members Present: Ambrea Peters, Zach Riden (Claxton), Stephanie Fox, Joe Gilliam, Terry Allen, Bradley Allen (Clinton), Ronnie Spitzer, Sheila Herron (Norris), Travis Solomon, Justin Bailey, Shain Vowell, Karen Ooten, and Robert Sexton (Sheriff's Department).

### Old Business

- Dispatch protocols – an initial meeting was held by Justin Bailey, Ambrea Peters, and Dusty Sharpe; there will be a follow up meeting this month. There will be a draft of the changes presented at the January meeting.

### New Business

- EMA budget for testing is for equipment testing, not to include repairs. It is best to have the testing completed as early in the year as possible.
- Justin Bailey – ladder testing will be scheduled between January – March. Please send Justin how many ladders you have for testing. Justin will not coordinate SCBA testing this year, each department will need to arrange that on their own.

### Department Reports

- **Andersonville VFD** – they now have an instructor within the department, so if anyone needs a CPR class feel free to reach out.
- **Briceville VFD** – working on septic tank issue with TDEC.
- **Claxton VFD** – the last weekend in February they will host extrication training.

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# Anderson County Fire Commission

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The air trailer will be placed back in service this week.

Received a grant that allowed them to buy 16 new APX 6000 radios.

- **Marlow VFD** – still planning to host a 64 hour Basic Fire Class starting in January.
- **Medford VFD** – no report
- **Anderson County Rescue Squad** – annual fundraiser is currently in process.
- **Clinton FD** – no report
- **Rocky Top FD** – Christmas parade scheduled for December 4<sup>th</sup> at 7:00pm
- **Norris VFD** – Christmas parade scheduled for December 5<sup>th</sup> at 6:00pm, please call ahead if planning to attend.
- **Oak Ridge FD** – reverse Christmas parade scheduled for December 12<sup>th</sup> at 6:00pm.

If the city can be of any assistance let them know.

- **Oliver Springs FD** – no report
- **Commissioner Shain Vowell** – there should be consideration in modifying the bulk purchase fire truck resolution approach to half of the trucks.
- **Commissioner Denver Waddell** – not present
- **Anderson County EMS** – not present
- **Anderson County EMA** – Hazmat Awareness class being held on November 17<sup>th</sup> at 5:00pm.  
Planning to host a Hazmat Operations class in the spring.
- **Anderson County Sheriff's Office** – no report

Meeting adjourned at 6:56pm

Next scheduled meeting is January 5<sup>th</sup> at 6:30pm

Submitted this the 10<sup>th</sup> day of November 2020

# ANDERSON COUNTY CONSERVATION BOARD MINUTES

October 5, 2020

## Members:

	Meeting Status
Joshua Anderson, Chairman	Present
Earl Cagle	Present
Lewis Ridenour	Present
Tony Powers	Present
Scott Burton	Present
Ben Taylor, Park Director	Present
Lydia Beckwith, Conservation Board Secretary	Present

## Visitors:

Stephanie Wells, AC Tourism  
Jason Hollenbaugh, Park Employee  
Clarence Ingle, Park Employee  
Jay Yeager, County Attorney  
See attached.

Board Member Josh Anderson called the Conservation Board meeting to order at 4:00 on October 5, 2020 all board members present via roll call.

### **1<sup>st</sup> Item of business:**

Motion by Lewis Ridenour, seconded by Scott Burton to approve the minutes from the September 8, 2020. Motion carried unanimously via roll-call vote.

### **2<sup>nd</sup> Item of business:**

Motion by Lewis Ridenour, seconded by Scott Burton to approve the Park Report given by Ben Taylor. Motion carried unanimously via roll-call vote.

### **3<sup>rd</sup> Item of business:**

Motion by Lewis Ridenour, seconded by Scott Burton to accept the Campground letter as written. Motion carried via roll-call vote. Not voting (due to audio problems): Board Member Tony Powers.

### **4<sup>th</sup> Item of business:**

Motion by Lewis Ridenour, seconded by Earl Cagle to approve the Anderson County Campground Rules & Regulations for Short Term camping sites effective 9/8/2020. Motion carried via roll-call vote. Not voting (due to audio problems): Board Member Tony Powers.

### **5<sup>th</sup> Item of business:**

Motion by Lewis Ridenour, seconded by Scott Burton to change the Conservation Board Meeting time from 4pm to 5pm. Motion carried via roll-call vote. Not voting (due to audio problems): Board Member Tony Powers.

Motion to adjourn by Lewis Ridenour, seconded Scott Burton. Motion carried.

Next meeting: November 2, 2020

October 5, 2020

EXHIBIT

A

**ANDERSON COUNTY CONSERVATION BOARD BY-LAWS**

**ARTICLE I. NAME OF THE BOARD**

**This Board shall be hereafter referred to as the "Anderson County Conservation Board".**

**ARTICLE II. PURPOSE OF THE BOARD**

**The function of the Board is to:**

- 1. Provide advice on how to develop and implement a broad and comprehensive parks program for Anderson County, Tennessee.**
- 2. To develop and maintain the highest standard of service in parks and to stimulate interest in recreation.**
- 3. Establish a set of objectives to implement a long range master plan to acquire, develop, and maintain a park system in Anderson County.**
- 4. Function per TCA Title 11 Chapter 21, 22, 23, 24.**

**ARTICLE III. MEMBERSHIP**

**Section 1. The membership of the Board shall be five (5) members. Applications are to be made to the current Anderson County Conservation Board. All members shall be confirmed by the Anderson County Board of Commissioners for a term of five years. They shall hold office until their successors are approved. Terms run from January 1 until December 31, unless serving out mid-term, and then the term of office is restricted to the unexpired term of office.**

**Section 2. Board members shall be residents of the county of Anderson.**

**Section 3. The Anderson County Board of Commissioners may remove any member or employee of the Parks and Recreation Board for misconduct or neglect of duty per recommendation of the Anderson County Conservation Board.**

**Section 4. Vacancies occasioned by removal, resignation, or otherwise shall be reported to the Anderson County Board of Commissioners and shall be filled in like manner as original appointments, except that the term of office is restricted to the unexpired term of office.**

**Section 5. Board members shall serve on a volunteer bases and shall receive no salary but expenses incurred in the performance of their duties may be compensated. However expenses incurred while driving to a regular scheduled board will not compensated.**

#### **ARTICLE IV. OFFICERS**

**Section 1. The officers of the Board shall be a Chairman and Vice-Chairman.**

**Section 2. The Chairman of the Anderson County Conservation Board shall be a current Anderson County Commissioner. This commissioner shall volunteer to serve on the Anderson County Conservation Board as other Anderson County boards, committees or commissions. In the event that the current Chairman of the Anderson County Conservation Board vacates their position before the end of their term, the current Anderson County Board of Commissioners shall appoint a Chairman to fulfill the unexpired term of the position.**

**Section 3. The Vice Chairman shall be elected at the organizational meeting to serve for one (1) year or until a successor shall be elected and qualified.**

**Section 4. The Anderson County Conservation Board shall make and adopt their own By-Laws, rules and regulations for its own guidance proceedings as may be expedient not inconsistent.**

**Section 5. The Anderson County Conservation Board shall have an employee from the Anderson County Accounting Office to serve in the capacity of board secretary. The board secretary is a non-voting member. Their duties will include but not limited to taking board meeting notes, keeping up with purchase orders, various accounts or budgetary items related to the Conservation Board. Compensation for this position shall be agreed upon between the Anderson County Conservation Board and the Anderson County Director of Human Resources.**

**Section 6. Board members missing three (3) consecutive board meetings without prior approval, notification or having a justifiable cause for the chairman, should be dismissed.**

#### **ARTICLE V. MEETINGS**

**Section 1. Regular meeting shall be held the second (2nd) Monday of each month, at 5:00 p.m., Anderson County Courthouse, Room 118 during the year unless otherwise agreed upon by the Conservation Board. These meetings shall be advertised on the official Anderson County Government website under calendar of meetings.**

**Section 2. Special meetings may be called by the Chairman, Parks Manager, or on the written request of at least two (2) current Conservation Board members. These meetings shall be reported to an official local or regional newspapers or media within seven (7) days prior to the meeting.**

**Section 3. The first regular meeting in January of each year shall be called the organizational meeting. The main purpose of this meeting shall be the election and installation of vice chairman.**

**Section 4. Three (3) members shall constitute a quorum at any regular or special meeting.**

**Section 5. All meetings are open to the public. The only exception is when the Anderson County Conservation Board needs to go into executive session.**

**Section 6. Agenda items must be completed by the Park Manager and emailed to the Conservation Board secretary by Monday at noon before the Conservation Board Meeting on the following Monday.**

#### **ARTICLE VI. AMENDMENTS**

**Such other operating procedures as may be needed from time to time may be established by majority vote of the Board, and added to these By-Laws, providing prior approval has been granted by the Anderson County Board of Commissioners. Notice of an amendment should be submitted at the previous regular meeting and a quorum vote is needed for passage.**

#### **ARTICLE VII. DUTIES AND RESPONSIBILITIES OF THE BOARD MEMBERS INCLUDE BUT ARE NOT LIMITED TO:**

##### **Section 1. General Duties and Responsibilities:**

- a. Be responsible for the improvement, growth, and expansion of the parks program.**
- b. Interpret the park services of the department to the community and interpret the needs and desires of the community to the Anderson County Board of Commissioners.**
- c. Develop contacts for financial and/or legislative support for the department.**
- d. Periodically evaluate:**
  - 1. The progress of acquisition and development programs.**
  - 2. The effectiveness of recreation programs.**
  - 3. The level of maintenance of parks areas.**
  - 4. The work of employees.**
- e. Aid in coordinating the recreation services and programs of other agencies, both public and private, providing recreation in the community.**
- f. Review inventory of capital items and property assigned to the Anderson County Parks Department.**
- g. Study county needs for recreation and conservation facilities and to prepare and adopt short and long range plans to meet such needs.**

**h. Engage in the county budget process to establish a responsible and reasonable operating budget.**

**i. Seek funding by conventional or alternative means for new projects and updating existing facilities.**

**j. Contract with private or non-profit vendors.**

**k. Engage in the sale of concessions.**

**l. Plan and implement the development of future parks for public use of county owned land.**

**m. Approve major purchases for Anderson County Parks. If emergency purchases are needed, then executive approval by the Anderson County Conservation Board Chairman may be obtained and discussed at the next board meeting.**

## **Section 2. Annual Reports**

**a. The Chairman of the Anderson County Conservation Board, Board Secretary and the Park Manager shall prepare an annual report. Such reports shall be presented to the Anderson County Board of Commissioners and the Tennessee Commissioner of Environment and Conservation.**

**b. The Annual Report shall contain:**

**1. A copy of the Enabling Legislation under which the Board operates.**

**2. By-Laws of the Board.**

**3. List of any applicable fees / charges for services provided by Anderson County Parks.**

**4. Copy of last year's expenses.**

**5. Copy of current annual budget.**

**6. Site plans of each park area owned and operated by the County and list of their facilities and equipment.**

**7. Copy of last annual report.**

**8. Agreements in writing for use of any area or facility not owned by the County.**

**9. Other reports that may be submitted to the Board.**

**10. Any other information helpful in acquainting new board members of the procedures and operation of the park Board.**

**c. The Board, Board Secretary and the Park Manager shall compile a budget for capital improvements and maintenance of current and future parks.**



**Section 3. The Anderson County Conservation Board and Parks Manager should investigate and determine the needs and interests of the community for recreation facilities and programs and determine what recreation facilities will meet these needs.**

**Section 4. All minutes of the regular and special meetings of the Anderson County Conservation Board shall be sent to the Anderson County Board of Commissioners.**

#### **ARTICLE VIII. DUTIES OF OFFICERS**

##### **Section 1. Chairman**

**a. The Chairman shall preside at all meetings of the Board. The Chairman shall represent the Board at public affairs and shall maintain the efficiency of the Board in all possible ways. He/she shall perform the other duties ordinarily performed by that office. He/she may take action under executive order until ratified at the next board meeting.**

**b. The Chairman and Park Manager shall present to the Anderson County Board of Commissioners, the department's annual report each year as outlined.**

##### **Section 2. Vice-Chairman:**

**The Vice-Chairman of the Board, in the absence of the Chairman shall perform all the duties of the Chairman. In absence of both the Chairman and Vice-Chairman, the Board shall elect a temporary Chairman protempore who shall perform the duties of the Chairman.**

#### **ARTICLE IX.**

**Section 1. Meetings shall be conducted by the Anderson County Board of Commissioners Rules of Procedure or at least by default Robert's Rules of Order and in accordance with procedures prescribed in the by-laws and decisions reached only after full consideration and debate on the issue in question.**

#### **ARTICLE X.**

**Section 1. "Nothing contained herein shall prevent the Anderson County Conservation Board from conducting, encouraging or sponsoring events designed to promote Anderson County or its park system."**

#### **BOARD IS RESPONSIBLE FOR THE FOLLOWING PARCELS**

- |                                  |  |
|----------------------------------|--|
| <b>1. Anderson County Park</b>   | <b>2191 Park Lane, Andersonville, TN</b>       |
| <b>2. Hwy 61 River Access</b>    | <b>HWY 61 East Side of Clinch River Bridge</b> |
| <b>3. Gibbs Ferry Park</b>       | <b>HWY 61 Between Clinton and Oak Ridge</b>    |
| <b>4. Marlow Park</b>            | <b>Hwy 61 at Ford Rd. Marlow Community</b>     |
| <b>5. Bull Run Park</b>          | <b>New Henderson Rd. Claxton, TN</b>           |
| <b>6. Lost Bottom Park</b>       | <b>1310 Ridgeway Drive, Clinton, TN</b>        |
| <b>7. Kids Palace Playground</b> | <b>Edgemoor Rd. Claxton, TN</b>                |

Anderson County Library Board  
Minutes of Regular Meeting  
Online Zoom meeting  
Thursday, September 17, 2020

It was necessary for this meeting to be held electronically in order to protect the public health, safety, and welfare in light of the COVID-19 crisis.

**Present: Attending via Zoom**

**Library Board Members:** Susan Miceli, Debra Cox, Theresa Venable, Katherine Smith, John Selser, Lake McCoy, Jeanine Brewer, Mary Jane Berry (Regional Board), Steve Mead, (County Commissioners)

**Library Directors:** Meg Harrison (Clinton), Norma Day (Rocky Top), Matthew Jordan (Regional),

**Others:** Tara Wethington (Norris Library staff member), Sally Bruno, Friends of Clinton Library, Peggy Laxton, Friends of Clinton Library, Kim Jeffers-Whittaker, Human Resources Director of Anderson County Jay Yeager, Anderson County Law Director

**Absent:** Daphne Windham (Briceville), ill; Jenny Heffron (Norris), FMLA; Josh Anderson (Regional Board), car trouble

**Call to Order and Revisions to Agenda:**

In the absence of Chair Josh Anderson, Vice-Chair/Treasurer Susan Miceli called the meeting to order at 5:08 pm. John Selser moved to accept the agenda as presented, and Katherine Smith seconded the motion. The motion was approved unanimously by all Board members by roll-call vote.

**Appearance of Citizens:** Tara Wethington was introduced to the Board. She attended to discuss her status at Norris Library. Sally Bruno and Peggy Laxton are members of the Clinton Library Friends group. Kim Jeffers-Whittaker, HR Director of Anderson County, and Jay Yeager, Anderson County Law Director were also present. All were present via Zoom.

**Approval of Minutes:**

John Selser moved to approve the minutes of the regular meeting of August 20, 2020. Steve Mead seconded the motion. A roll-call vote unanimously approved the minutes as presented.

**Treasurer's Report:** Susan Miceli presented three transfer requests.

Briceville Library requested to decrease Local Restricted Funds by \$314 and increase Maintenance & Repair by \$324.

Clinton Library requested to decrease Local Restricted Reserve by \$7,964 and increase Other Supplies by \$731 and Data Processing Equipment \$7,233.

The Library Board needs to decrease Anderson County Library Restricted Funds by \$213.90 and increase for Rental-Post Box by \$148, Office Supplies by \$15.90, and Postage by \$60.

Katherine Smith moved to approve the 3 transfers, and Steve Mead seconded the motion. The motion passed unanimously by roll-call vote.

### **Director's Reports:**

Briceville – In the absence of Daphne Windham, Katherine Smith read the report.

- Girls Inc. of Tennessee Valley donated about 20 boxes of fresh produce and 20 lb. bags of potatoes to the Library to be distributed to some of the patrons, due to an overabundance of produce given out at Briceville Elementary. All boxes were given away, and nothing was wasted.
- A Fall craft is planned with hope of reopening.
- The pre-K teacher from BES says they are ready to come back as soon as the library opens back up. She feels the story time is a great part of the pre-school children's week.
- Some home school materials have been given to the homeschoolers, and they are eager to get back to the regular schedule, with precautions in place.
- Daphne has started the Data Collection survey for the State.
- Curbside service has increased with the book sales this past month. When patrons stop for the book sale, they ask questions, get copies made, have faxing done, and check out materials.
- With school back in session, it is harder to turn away the kids who need the library for the public computers and printing. Daphne is working with Russell to get the best wireless printer to help with this, but no afterschool programs is taking a toll on the community.

Clinton- Meg Harrison

- Online programs are continuing, and Meg has done a virtual outreach program to the ACTC's early childhood training class.
- Curbside is going well.
- The LSTA grant is fully funded.
- The FOL mystery box sale was very popular.
- Meg was elected as vice-chair to the Preschool Policy Council for the County schools.
- Meg is assembling a MSDS (Material Safety Data Sheet) manual for the library at the request of HR in case of a TOSHA/OSHA (Tennessee Occupational Safety and Health Administration/Occupational Safety and Health Administration) inspection.

- Meg is working on annual date collection and is about halfway through it. She is evaluating another circulation system as a possible replacement for VERSO.
- Staff had virtual training from ASAP of Anderson County on how to use Narcan. Everyone was provided Narcan kits to use.
- Various other training sessions, workshops, courses, and webinars have been completed by Meg and members of her staff.

Norris- No report

Rocky Top- Norma Day

- May homeschool children who were looking forward to the STEAM program this year were disappointed, so the library staff came up with a way to provide at least something for them. They launched their first virtual live STEAM Homeschool program. They will provide this program every Thursday at 1:00 pm until they can re-open and provide programming in the library.
- All of Lake City Middle School student information has been entered into VERSO, and all students now have a library card to use READS. The cards will stay active through high school.
- Norma has deleted all expired inactive library cards prior to 2015. This has been an ongoing project started during the COVID-10 shutdown.
- Staff members are working on correcting patron records so that everything is uniform, making running reports much easier.
- All of the staff members have completed the Continuing Ed requirements for FY 2019/2020.
- Mrs. Eugenia Robinson Ahrens donated a copy of *The Sentinel Keeping Watch Over Briceville* to the library.
- Staff members have attended various webinars.

Regional- Matthew Jordan

- The State has extended the temporary allowance for electronic meetings again through September 30, 2020. In person meetings should follow public health protocols, including social distancing and face-coverings when appropriate. The allowance extends again October 1-28, with additional provisions including that live access and recordings both now appear to be mandatory, rather than just reasonable efforts to provide live access. Please discuss with your county attorney for clarification and confirmation.
- The annual Public Libraries Survey is opening on Tuesday, September 1, via the Counting Opinions website. Please see Christy Chandler's August 31 email, which includes the link to the Survey and a link to the LibGuide which has a refresher webinar, instructions, description of new questions, etc.
- Ideas to Consider: "The caller on the other end of the phone asked the librarian a question she had already heard twice that week from other patrons. "While we're waiting for that answer, do you mind talking with me?" the caller asked. "Everyone I called today was crabby or rude. You're the first kind person I've talked to today."...They bonded. They commiserated. They shared a brief

moment of human connection over the phone, not unlike thousands of calls between caring librarians and stressed patrons through the years, at any public library in any community. "People are reaching out, looking for kindness," the librarian said after their call. "It's needed more than anything else right now. When all else fails, call the library, right?"

--**Chicago Tribune**, 08/26/2020, "Libraries are Returning to Core Services amid Downturn in Foot Traffic"

### **Unfinished Business / Updates**

- Director Review Status – John Selser has been working on this project. He presented a status report on performance evaluations submitted to him as of 17 September 2020. That report is attached to these minutes. John also provided the forms for the performance evaluations. Any evaluations that haven't been completed should be done as soon as possible so that John can compile and report on them.
- Reopening Level Status – Following discussion and considering the views of the directors, Susan Miceli moved that the Board chair shall contact the 4 director and discuss the number of active COVID-19 cases in Anderson County as of that date. If the number is around 100 or less, and the directors want to move ahead to Phase 2, they will be authorized to do so, beginning the week of October 5<sup>th</sup>. This action will have the caveat that if any individual library has a problem or all of them do, they shall be authorized to retreat back to Phase 1 again. John Selser seconded the motion, and the motion passed by a unanimous roll call vote.
- HR Review/Aligning Board Policies with County Policies – The policy changes and the discussions needed for how best to align Board Policies with County Personnel Policies was divided into two parts. The first part was presented to the Board at this meeting, was discussed and was voted on. The following provisions are contained in and governed by the County Personnel Handbook: *Employment of Relatives, Holidays, Overtime and Compensatory Time, Benefits, Probation and Involuntary Termination of Employment*. The board voted to remove any reference to these policies from the Anderson County Library Board policies as redundant, conflicting and/or unnecessary. The Anderson County policy concerning "Reporting for Work" contained provisions that were not deemed to be inconsistent with County Personnel Policy by the Board. The language of that section was amended to refer to the Anderson County Personnel Handbook and to clarify the provisions regarding the Director's notification of the Senior staff person working on the day the Director was to be unexpectedly late or absent. The HR department director was present and did not see any conflict in the language being proposed. The board voted to approve that amendment, subject to the review and approval of the County Law Director to ensure there are no conflicts with the Anderson County Employee Handbook.

The final amendatory language is attached. Part 2 of the review of ACLB personnel policies and potential conflict with the Anderson County Employee Handbook will be presented to the Board for review when the analysis is completed.

Steve Mead made a motion to accept these amendments and Susan Miceli seconded. The motion passed unanimously by roll call vote.

### **New Business:**

- Temporary Reassignment of Norris Duties – Susan Miceli explained that during the time that Jenny Heffron is out on FMLA, Jenny reassigned her duties to Tara Wethington. Jenny wanted to increase Tara's pay rate from \$10 an hour to \$13 an hour and to increase Tara's hours to 30 hours a week. There was discussion, with consideration as to whether or not Chuck Stearle had been asked if he wanted this position, since he had held it once previously. It was thought that Chuck did not want the assignment again. Tara asked about getting an increase to \$16 an hour, but that would be beyond the pay range for her position. Norma Day remarked that she had an employee who had been working for five years and does not make \$12 an hour.

Following discussion Susan moved that Tara be paid at the rate of \$13 an hour for 30 hours per week, at least until October 5<sup>th</sup> when the libraries may reopen. After that, consideration could be given to increasing the hours to 36. Tara would need approval of the Treasurer for any orders, to be sure such orders are in line with the budget. Tara could be called the Acting Director. The title of Acting Director will cease and all added responsibilities will go back to Jenny when she returns to the library. John Selser seconded the motion. The motion passed with a roll call vote and one abstention by Mary Jane Berry.

Tara Wethington was not willing to accept this arrangement. She stated that since she could not be paid at \$16 an hour, she would at least like 36 hours, effective immediately, and not contingent on the schedule as of October 5<sup>th</sup>.

Following more discussion, Susan amended her original motion to state that Tara would be paid \$13 an hour and would be scheduled for 36 hours a week, with no mention of the October 5<sup>th</sup> date. Everything else would remain the same. Theresa Venable seconded the motion, and the motion passed with a roll call vote and two abstentions by John Selser and Katherine Smith.

Tara accepted the temporary assignment under these terms.

### **Announcements/Next Meeting:**

This meeting has been held on Zoom due to continuing COVID-19 concerns.

The regular October meeting will be held on Thursday, October 15, 2020, at 5:00 pm either at the Clinton Public Library or via Zoom, to be determined.

Susan Miceli moved for adjournment at 8:04 p.m. Theresa Venable seconded the motion, and the meeting adjourned.

Respectfully submitted,  
Katherine Smith, Secretary