
Anderson County Board of Commissioners

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

- 1. Approval and corrections of January 2020 County Commission Minutes**
- 2. Approval of Notary and Bonds**
- 3. Courtesy Resolutions/Proclamations**
- 4. Committee Reports**
 - ADA Oversight Committee Minutes (2/10/20)
 - Fire Commission Minutes (3/3/20)
 - HR Advisory Board Minutes (2/12/20)
 - Finance Committee Minutes (3/9/20)
 - Anderson County Library Board Minutes (1/16/20)
 - Intergovernmental Committee Minutes (3/9/20)
 - AC Employee Insurance BOT Minutes (3/5/20)
- 5. Waste Management Funds Request**
 - ACCTC is requesting funds for assistance with transportation for Criminal Justice class field trips.

Respectfully Submitted,
Tracy Wandell, Chairman

Anderson County ADA Oversight Committee
February 10, 2020

Present: ADA Coordinator Roger Lloyd, Commissioner Jerry Creasey, Chair Louise McKown

Entrance to the Courthouse:

Roger has contacted Cannon and Cannon to draw up ways to deal with the entrance to the Courthouse, and has argued with them that the existing handrails are ADA compliant, EXCEPT for the end of the ramp that is not straight. But so far, he has not heard from Cannon and Cannon.

Roger did let us know that he is still having leg problems and will be getting a second opinion from a Doctor this week. But he has been doing lots of paperwork in his office for a while.

Andersonville Norris Trustee-Clerk Office:

Roger will talk with Jeff or Kelly to get the phone number of the owner of trustee-clerk complex in Andersonville that is also used for early voting so that we can talk with them about the ADA survey.

Senior Center:

Because I could not attend the commission meeting in January, Roger said that Roane State Community College wants to rent the Clinton Armory for two more years. This issue will be discussed in Operations Committee that night.

Oak Ridge History Museum/Early Voting and Election Day Site parking lot: Possible agenda item for February meeting during ADA committee report:

The history museum has an empty pole that is intended to be an accessible parking space when the museum recently restriped the parking lot in front of the building. Roger has those signs for Oak Ridge, as well some for other sites in the county.

Louise suggested that she would take it over to the museum Thursday because if they haven't or are not going to order a sign for the pole, the county is ultimately going to have to provide one. Jerry said he would go with her.

At the museum, Jerry told Louise that when we give away things to outside entities, it must go through Purchasing or be approved by Commission. Jerry asked if a sign had been ordered. Two workers for the museum said they would find out from the person in charge of doing that.

Louise also told the two women other things that need to be done. The closest of two benches at the front door need to be removed for mobility devices to have access to the front door. This could be a quick answer to that problem, but one of the workers wondered if that was possible. She will check this out.

The threshold inside the door at the main entrance is a bit steep. The election office has placed a portable doorbell at the entrance if a person needs it. The ramp to the side where the East Tennessee University Families First employee uses may be a less steep ramp than the main entrance---though it is not up to ADA code. And lacks handrails. However, the entrance inside the door is less steep. It can be used when the ETSU employee is there by once again ringing a doorbell that she will answer. There is no sign for Early Voting that this ramp is available during her working hours. Jerry and Louise did not talk with her when we went there because she was out to lunch. The museum also wants this to be in place because of security reasons because of past theft of its material.

Scheduled visits to other entities for ADA work cited in the survey:

Will put this off until after Roger has a needed operation on his leg. These include polling sites in various schools and cities not likely to have the targeted 50 employees necessary for TDOT to visit with their transition plan mandate. **Commissioners who represent these districts who would like to go with us to meet with these officials are welcome. Please talk with Commissioner Creasey if you would like to attend these meetings. They are listed below:**

- 1) Norris community center and library,
- 2) talk with Anderson County schools about
 - a) Clinton Middle school making a temporary parking space near the side of the building near the gym entrance for voting day only,
 - b) Find out exactly where people vote at Dutch Valley
 - c) Fairview Elementary: addressing the curb cut is not listed in their timeline
 - d) Placement of sign posts at Norwood Middle and resolving the question of is there a van accessible spot at the gym level
 - e) Lake City Middle seeing if there is space for a temporary parking space inside the gate for voting day only---and possible need for one when basketball games are open to the public.
- 3) Talk with officials at Rocky Top about their voting site and library needs
- 4) Talk with people at the Armory about need for marked parking spaces
- 5) Talk with Clinton City and police department about another parking space near the accessible entrance that is on a flat piece of land on Election Day at the Community Center. The city of Clinton transition plan is heavy on sidewalks and curb cuts, but not buildings. We will want to talk with them about a permanent push button door opener sited in our survey for the Community Center's accessible entrance. As well as helping with sidewalk and parking lot ramps at the Courthouse.
- 6) Talk with Oak Ridge about the municipal building access for voters. Ellen Smith says there is side entrance that Cannon and Cannon's survey did not address that might be closer for voters with disabilities.
- 7) This may be impossible---especially now that TVA's HQ building is becoming vacant and I have no idea where they are moving, but talk to TVA about their Community Center in Claxton---however, it might be address at community forums with TVA aver their proposed landfill after they vacate the property.

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

Anderson County Fire Commission

March 3, 2020 Meeting Minutes

Meeting called to order by Stephanie Fox at 6:32pm.

Members Present: Ambrea Peters, Terry Golden (Briceville), James Kolopus (Claxton), Stephanie Fox, Nathan Wells (Medford), Terry Allen, Daniel Adams (Clinton), Ronnie Spitzer, Jeremy Carden, Travis Solomon (Oak Ridge), Darrell Muse (EMS), and Karen Ooten.

Old Business

- Ladder testing was approved for March 30th through April 1st, and a testing schedule was approved.
- Pump testing and inspections were approved to be completed by Cumberland Trucks. Justin Bailey will work on scheduling in April/May.

New Business

- No new business was discussed.

Department Reports

- **Andersonville VFD** – chili supper will be rescheduled in April.
- **Briceville VFD** – Good turnout for chili supper.

Still working on the paperwork to start the construction of new station.

- **Claxton VFD** – no report
- **Marlow VFD** – Good turnout for chili supper.

Car show scheduled for Saturday March 21st 10:00am to 1:00pm at Beech Park Baptist Church.

Hosting a commission test on Thursday March 26th, practical at 6:00pm and written at 7:00pm.

Thanks to the Anderson County Sheriff's Department for allowing us to lease a Crown Victoria.

Anderson County Fire Commission

- **Medford VFD** – Chili supper scheduled for Saturday March 14th at Clinch River Church.
- **Anderson County Rescue Squad** – no report
- **Clinton FD** – no report
- **Rocky Top FD** – Joe Gilliam retired from the department after 28 years of service.
- **Norris VFD** – no report
- **Oak Ridge FD** – no report
- **Oliver Springs FD** – not present
- **Commissioner Theresa Scott** – not present
- **Commissioner Denver Waddell** – not present
- **Anderson County EMS** – Will be hosting a First Responder class starting April 14th through July 2nd. Please let them know if you have members interested in attending.

If you haven't submitted your audit paperwork, please do so immediately.
- **Anderson County EMA** – Invoices for testing needed as soon as possible.

Gathering interest for an ICS 400 class, let Karen know how many you have interested.

Anderson County Water Authority has requested monthly water usage reports.
- **Anderson County Sheriff's Office** – not present

Meeting adjourned at 6:44pm

Next scheduled meeting is May 5th at 6:30pm

Submitted this the 3rd day of March 2020

Department	Contact Name	Contact Email
Rocky Top Fire Dept.	Chief - Ronnie Sptizer	rspitzer@rockytoptn.org
Norris Fire Dept.	Chief - Jeremy Carden	norrisfirechief@gmail.com
Briceville Volunteer Fire Dept.	Chief - Jamie Brewster	bvfd7301@yahoo.com
Oliver Springs Fire Dept.	Chief - Justin Bailey	bailey.justin435@gmail.com
Medford Volunteer Fire Dept.	Chief - Joe Gilliam	brandyngilliam@gmail.com
Claxton Volunteer Fire Dept.	Chief - Dusty Sharpe	claxtonfire7401@gmail.com
Andersonville Volunteer Fire Dept.	Chief - Ambrea Peters	ambreapeters@gmail.com
Marlow Volunteer Fire Dept.	Chief - Stephanie Fox	fox.stephanie.s@gmail.com
AC EMA	EMA Director - Steve Payne	ac.ema@outlook.com

American Test Center - Brian Klawitter
 brian@atctest.com
 Address: 2773 Praire Drive
 Mail to: P.O. Box 408
 River Falls, WI 54022-0408
 Phone: 1-800-451-9087
 Fax: 715-426-6941

Test Coordinator
 Justin Bailey 865-257-2560
bailey.justin435@gmail.com

EMA Billing Contact
 Karen Ooten 865-680-2435
ac.ema@outlook.com

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Contact Phone	Extension Ladders	Roof Ladders	Attic Ladders	Test Date	Test Time
865-705-6094	(3 / 24') (1 / 35')	(3 / 12')	(3 / 12')	30-Mar	8:00
865-816-0685	(2 / 24') (1 / 35')	(2 / 14')	(2 / 10')	30-Mar	10:00
865-803-6418	(3 / 24')	(3 / 14')	(3 / 10')	30-Mar	11:00
865-257-2560	(2 / 24')	(2 / 14')	(2 / 10')	31-Mar	14:00
865-803-2156	(3 / 24')	(2 / 14')	(2 / 10')	31-Mar	8:00
865-209-1427	(3 / 24') (1 / 35')	(3 / 14')	(3 / 10')	31-Mar	13:00
865-455-7538	(3 / 24')	(3 / 14')	(3 / 10')	1-Apr	8:00
865-567-5790	(3 / 24')	(3 / 14')	(3 / 10')	1-Apr	9:30
865-457-6765	(1 / 24')	(1 / 14')	(1 / 10')	1-Apr	11:00

March 30, 31 & April 1		Start Time 08:00
Monday - 30	Location Clinton FD Station 1	Lunch 12:00-1:00
Tuesday - 31		
Wednesday - 1		

**Anderson County
Human Resource Advisory Board Minutes
February 12, 2020
10:00 a.m. in Room 118A, Courthouse**

Members Present: Chairman Phil Yager, Terry Frank, Jeff Cole, Gary Long, Robby Holbrook, Regina Copeland, Hal Cousins, Tim Shelton, Jay Yeager, and Angie Perez (proxy for Rex Lynch).

Members Absent: Russell Barker, Rex Lynch and Johnny Alley.

Others Present: Steve Mead, Kim Jeffers-Whitaker, and Stephanie Strickland

Chairman Phil Yager called the meeting to order.

1. The first order of business was to approve the prior meeting minutes from November 11, 2019. Tim Shelton made a motion to approve, seconded by Gary Long. Motion passed by voice vote.
2. The next order of business was to approve the agenda. HR subcommittee for the purpose of pay review was moved from Old Business to the HR Director's report. Tim Shelton made the motion to approve the modification to the agenda, seconded by Terry Frank. Motion passed by voice vote.
3. HR Director Report, Kim Jeffers-Whitaker
 - a. Kim updated the Committee on the plan for employees to receive a total compensation statement as well as Title VI training. She also discussed the compensation plan narrative as it relates to Anderson County. Narrative changes to the compensation plan will be submitted and reviewed next meeting.
 - b. Discussion to form a sub-committee for the purpose of facilitating a pay equity review internally rather than doing a third party audit of the County Compensation Plan. Motion was made by Terry Frank that a sub-committee be formed to evaluate an internal pay audit, seconded by Gary Long. Motion passed by voice vote.
4. New Business:
 - a. Discussion began related to the Resolution on Concealed Carry Permit and Anderson County Employees ability to have concealed firearms in the Courthouse. Commissioner Steve Mead asked for the opinion of the Committee on the proposed Resolution. The addition to allow Department Head's to require

**Anderson County
Human Resource Advisory Board Minutes
February 12, 2020
10:00 a.m. in Room 118A, Courthouse**

training for Employees that have a concealed carry permit was discussed. Discussion was tabled to next meeting.

- b. Tim Shelton would like to discuss in next meeting the County's part in matching an Employee's Retirement contribution and potentially updating the current policy. Kim Jeffers-Whitaker offered to look into this for next meeting.

5. Old Business

- a. The Title VI update from Terry Frank was deferred to the next meeting. Kim Jeffers-Whitaker agreed to compile and send a list of employees that still had not completed their required training to their respective department heads.
- b. Policy update on section pertaining to Military Leave language to include hours instead of or in addition to days, and include USERRA language. Motion made by Tim Shelton to approve Military Language reflect hours instead of days, seconded by Gary Long. Motion passed by voice vote.
- c. Kim Jeffers-Whitaker began discussion on updating the language of multiple sections of the Anderson County Employee Handbook:
 - i. New Hire Orientation- Update language to reflect Anderson County Government's new Onboarding system NeoGov. Additionally, the requirement for Anderson County Government Employees to have an email address to access NeoGov. Discussion tabled to next meeting.
 - ii. Worker's Compensation- Update language in the Handbook to the correct time allotment the Human Resources Department has to process a Worker's Compensation case. Discussion tabled to next meeting.
 - iii. Benefit Enrollment- Update the language that states the time period in which Employees enroll in their benefits. Discussion tabled to next meeting.
 - iv. Retirement- Adding newly implemented 401k and 457b options to the Retirement section. Discussion tabled to next meeting.
 - v. Vacation Time- Discussion held to correct language in section, specifically to reflect the Vacation Time chart, and adjusting the language to reflect days instead of weeks. Discussion tabled to next meeting.
 - vi. FMLA- Terry Frank suggested an update to the language in the FMLA section regarding notification to Supervisor's/HR Department. Discussion tabled to next meeting.

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- vii. Harassment Complaint Policy/Procedure- Update to the language pertaining to HR's response time allotment. Update section to add a notification process to parties involved. Addition of formal/informal complaint process. Discussion tabled to next meeting.

Meeting Adjourned.

7.6 Military Reserves or National Guard Leaves of Absence (approved by HR Adv. Comm. on 2/12/2020)

Regular, *full-time* employees who are members of any military reserve component, including the Tennessee Army and the Air National Guard, will be granted a leave of absence for all periods of military service during which they are engaged in the performance of duty or training for this state or for the United States of America under competent orders. While on leave the employee will receive their regular compensation for a period not to exceed **30 working days or equivalent to 240 hours** per calendar year, *plus any additional days that may result from a call to active duty by the Governor pursuant to the explicit terms of Tenn. Code Ann. 58-1-106.*

Such requested leave shall be supported with copies of the armed forces order *and submission of verified attendance record signed by the commanding officer upon return to regular, full-time county employment.*

Regular, *full-time* employees will be granted a leave of absence without pay for the purpose of being inducted into or otherwise entering military duty. If not accepted, the employee will be reinstated at the same rate of pay and without loss of seniority, benefits or status. If accepted for service, the employee may be eligible for reinstatement upon being released from active duty upon meeting the conditions set out in T.C.A. Title 8, Chapter 33 relative to employees in military service, and in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 U.S.C. 4301-4333.

Employees in military service shall be governed by the requirements of, and shall have all of the rights and benefits conferred upon such persons by state law found in T.C.A. Title 8, Chapter 33, and under USERRA. *Which is on* file with the Human Resources and Risk **Management** Department.

Leave exceeding this limit may be charged to accrued annual leave, holidays, compensatory time or the employee may elect to take leave without pay. *Employees who elect to utilize leave must submit the request to their supervisor who then must communicate the leave with the Human Resources and Risk Management Department.*

An employee required to report for military training shall show the appropriate orders to their supervisor. A Change of Status form shall be completed and forwarded, along with a copy of the employee's military orders, to the Human Resources *and Risk Management* Department. *USERRA Section 4312 (c) / 20 CFR 1002.9-.103 states reemployment rights are subject to cumulative length of service to not exceed five years. Department heads should communicate all employee military leave to the Human Resources and Risk Management Department to ensure required record keeping of cumulative military leave.*

In accordance with Section 4317 (b) / 20 CFR 1002.168 of USERRA mandating regular, full-time employee's benefits be reinstated immediately upon reemployment, all returning military personnel must report to the Human Resources and Risk Management Department as soon as possible to complete benefit enrollment.

Human Resources Advisory Committee Agenda

February 12, 2020

Room 118A at 10 a.m.

- Call to Order
- Roll Call
- Approve Prior Meeting Minutes
- Approval and Corrections of Agenda
- HR Director Report
 - Title VI Training
 - Budget Committee Referral
 - Compensation Narrative
- New Business
 - Resolution 20-01-796 by Mayor Frank
- Old Business
 - HR Subcommittee for the purpose of pay review by Director Whitaker
 - Policy Update by Law Director Yeager and/or Director Whitaker
 - Title VI Update by Mayor Frank
 - ~~ID~~/Badge Policy by Sheriff Barker
- Upcoming Meeting in May
- Adjourn

Kim Jeffers-Whitaker

From: Phil Yager <philyageracc8@gmail.com>
Sent: Wednesday, January 29, 2020 4:05 PM
To: Kim Jeffers-Whitaker
Subject: Fwd: Proxy

For the official record

----- Forwarded message -----

From: Rex Lynch <rlynch@andersoncourts.org>
Date: Wed, Jan 29, 2020 at 3:14 PM
Subject: Proxy
To: Phil Yager <philyageracc8@gmail.com>
CC: Angie Perez <aperez@andersoncourts.org>

Phil, I am going to be out of town for the next HR mtg and I would like for Angie Perez to have my proxy if that is ok.

Also, I have your check for Emory Valley dinner on my desk. Stop by my office next time you are around and one of the clerks can get it for you if I am not here. Gary Ali f said he would take a ticket also.

Sent from my iPhone
Rex Lynch

Anderson County Board of Commissioners Financial Management Committee Minutes

March 9, 2020
3:30 PM, Room 312

Members Present: Tim Parrott (Chair), Phil Yager, Chuck Fritts, Terry Frank, Tim Isbel, Gary Long, and Rick Meredith

Members Absent: None.

Meeting Facilitator: Tim Parrot (Committee Chair)

Call to Order: The meeting was called to order by Tim Parrott (Chair).

Motion by Phil Yager, seconded by Gary Long, to approve the meeting agenda. Motion passed.

I. Finance Committee selection of County Finance Director.

Motion by Gary Long, seconded by Phil Yager, for the committee to vote on the selection of a Finance Director. Motion Passed. Three rounds of voting were conducted with no candidate receiving a majority of votes.

Motion by Chuck Fritts, seconded by Tim Isbel, to hire an outside firm to conduct a new candidate search. Motion failed. Voting Yes: Chuck Fritts, Terry Frank, and Tim Isbel. Voting No: Gary Long, Tim Parrott, Phil Yager, and Rick Meredith.

Motion by Gary Long to allow Robert Holbrook to continue as Interim Finance Director and allow 14 (fourteen) months for him to complete training for certification. Motion failed for lack of a second.

Motion by Phil Yager to re-open position search using an outside source in coordination with Human Resources. Seconded by Terry Frank.

Motion to amend made by Terry Frank, seconded by Chuck Fritts, to include holding a Finance Committee meeting, at a date to be determined, for the purpose of reviewing the Finance Director's job description and required qualifications. Vote on the Amendment Passed. Voting Yes: Phil Yager, Tim Isbel, Terry Frank, and Chuck Fritts. Voting No: Gary Long, Tim Parrott, and Rick Meredith.

Motion as amended passed. Voting Yes: Phil Yager, Tim Isbel, Terry Frank, and Chuck Fritts. Voting No: Gary Long, Tim Parrott, and Rick Meredith.

II. Investment Strategy for Internet Sales Taxes Received

Tim Isbel opened the discussion of planning for possible uses of the increased internet sales tax revenue (e.g., a justice center). No action taken.

III. Old Business

None.

IV. New Business

None.

V. Meeting Adjourned

Anderson County Library Board
Minutes of Regular Meeting
Briceville Public Library
Thursday, January 16, 2020

Present:

Library Board Members: John Selser, Debra Cox, Lake McCoy, Susan Miceli, Katherine Smith, Mary Jane Berry (Regional Board)

Library Directors: Meg Harrison (Clinton), Norma Day (Rocky Top), Daphne Windham (Briceville)

Absent: Janine Brewer, Theresa Venable, Josh Anderson (Regional), Steve Mead (Anderson County Commissioners), Jenny Heffron (Norris), Matthew Jordan (Regional)

Call to Order and Revisions to Agenda:

Vice-Chair John Selser called the meeting to order at 4:03 pm. There were no revisions to the agenda.

Appearance of Citizens:

None

Approval of Minutes:

Susan Miceli moved to approve the minutes of November 21, 2019. Lake McCoy seconded the motion. The motion passed unanimously.

Treasurer's Report:

Susan Miceli presented the Treasurer's Report, which is appended to these minutes. Susan presented 4 transfer requests.

1. Rocky Top – Moved to decrease Data Processing Services by \$24.34 and Maintenance Agreements by \$200.00, in order to increase Staff Development by \$224.34. Smith moved to approve, and McCoy seconded the motion. The motion was approved unanimously.
2. Briceville – Moved to decrease Local Committed Funds by \$6,215.00, in order to increase Other Equipment by \$5,515.00 and Communications by \$700.00 for a total of \$6,215.00. Cox moved to approve the transfer, and McCoy seconded the motion. The motion was unanimously approved.
3. Clinton – Moved to decrease Miscellaneous Other by \$300.00 and increase Staff Development by \$300.00. Cox moved to approve the transfer, and Smith seconded the motion. The motion was approved unanimously.
4. Norris – Moved to decrease Donations by \$324.00, Travel by \$750.00, and Other Equipment by \$1,000.00, in order to increase Other Supplies and Materials by \$2,074.00. McCoy moved to approve, and Berry seconded the motion. The motion passed unanimously.

Susan asked whether all are receiving email from Kim Jeffers-Whitaker and/or Human Resources. There still seems to be inconsistency in getting these emails. Susan also requested that trustees respond to issues raised by directors. She asked, too, that directors not send transfer requests to her in PDF file format.

Library Director Reports: See Library Director Reports Attachment
Director Reports were given by the directors. A few items are highlighted here.

Briceville Public Library – Daphne Windham

- Provided Thanksgiving dinner to 15 patrons, thanks to generous patrons. Dinner was ordered from Food City and staff and volunteers provided desserts.
- Daphne was interviewed by Eugenia Ahrens who is writing a book about Briceville.
- BES students came to library for a Christmas program, featuring “Ralphie” from A Christmas Story, All children got a candy cane and a book.
- Home School Group also had a small Christmas party, with crafts, treats, and gifts of books.
- Rocky Top Public Library donated a fax machine to the library.
- A non-functioning emergency light was replaced.
- New furniture was delivered. It is now all put together and in use.

Clinton Public Library – Meg Harrison

- Second phase of new flooring completed over holidays
- Packing now for final phase
- New camera system installed. Meg can pick it up on her phone.
- Stucco will be applied to walls where old paneling was removed.
- Library will be providing partial services during continuing renovation

Norris Public Library – Jenny Heffron – no report due to absence of Jenny Heffron

Rocky Top Public Library – Norma Day

- Painting classes are continuing to produce very pretty pictures.
- Adult program attendance of 232!
- Library served hot chocolate and cookies to everyone at community tree lighting event.
- Having problems with doors at front and back of building. Had to brace back door with ladders and chain with lock through it to secure door.
- Spent an hour and a half after tree lighting ceremony trying to lock door.

Clinch River Regional Library – Matthew Jordan – no report due to absence of Matthew Jordan

Prez's Corner – John Selser – John sharing the Great Binding Law of Peace drafted by the Iroquois Confederacy (6 nations). It begins, “The Chiefs of the Handsaunce (People of the Longhouse) shall be mentors of the people for all time.” He modified the remainder slightly to make it apply to our job as Trustees.

"The Trustees of the Anderson County Libraries shall be mentors of the libraries for all time.

- The thickness of their skin shall be seven spans; which is to say that they shall be proof against anger, offensive action, and criticism.
- Their hearts shall be full of peace and good will and their minds filled with yearning for the welfare of the libraries.
- With endless patience, they shall carry out their duties.
- Their firmness shall be tempered with a tenderness for their libraries.
- Neither anger nor fury shall find lodging in their minds and all their words and actions shall be marked by calm deliberation."

John stated that he is asking each Trustee to step up and be a mentor for our 4 libraries. He feels that to do that we should learn exactly what are the expectations for a library board and for a library trustee.

1. Expectations – the Board
 - a. Trustees – What are your expectations for the Anderson County Library Board?
 - b. Directors – What do you expect from the ACLB?
2. Expectations – The Trustees
 - a. Trustees – What are your expectations of an ACLB Trustee?
 - b. Directors – What do you expect from an ACLB Trustee?
3. Bringing it home – Trustees
 - a. Why did you join the Anderson County Library Board AND
 - b. Name at least one thing you would like to accomplish while on the board.

Appended to these minutes are the responses from some of the library trustees and those of some of the directors.

Reports of Committees –

Standing Committees

Budget – Susan Miceli – Susan reported that Kim Jeffers-Whitaker is working on the salary audit.

Policy and Bylaws – John Selser, Lake McCoy, Theresa Venable, Janine Brewer (?) – no report

Personnel & Evaluation – John Selser, Susan Miceli, Katherine Smith – John reported that they have developed a performance review form, which will be reviewed in Unfinished Business.

Ad Hoc Committees

Capital Building/Planning – Susan Miceli, John Selser, Katherine Smith, ? Has been inactive.

New Business:

- Salary Disparity – Rocky Top Director – In considering director salaries, a disparity was discovered in the salary of the Rocky Top director, Norma Day. She had not received consistent pay increases to bring her to the level she should be, especially

considering the number of years she has served in her position. The Human Resources office of Anderson County is examining the situation, but, in the meantime, Susan Miceli moved to award Norma Day a \$5,000 yearly raise, effective January 1, 2020. Katherine Smith seconded the motion, and the motion passed unanimously. When the Human Resources Department finishes the salary audit of County salaries, the Board may wish to review the salary structures of directors and staff.

- Reviewing our Committee Structure - John Selser is working to examine and adjust our committee structure. Each trustee should be involved and active on at least one committee. At this time, he is identifying which trustees are participating on which committees. The Ad Hoc Capital Building Committee needs a chair and needs to schedule a meeting in the near future.
- Enforcing Policies – The Board discussed the importance of enforcing library policies consistently from library to library.

Unfinished Business / Updates

- Election of Vice-Chair – There were no nominations and no volunteers for this position.
- Review of Norris Strategic Plan
The Board reviewed the Strategic Plan submitted in November of 2019 by Jenny Heffron of the Norris Library. A question was asked about whether there was enough money to accomplish #5. (From Objectives for Goal #5 - To purchase new front desk, to purchase new one-sided wall shelving for children's area, to hire a contractor to assess the six small walls in the back area for removal, and to clean and paint the front door/entryway.) The Board was assured that there is money for these projects. Susan Miceli moved that the Norris Strategic Plan be approved as presented. Debra Cox seconded the motion, and the motion passed unanimously.
- Performance Evaluations – John Selser presented the Performance Evaluation Form developed by the Personnel & Evaluation Committee. Using this new form, the directors will do a self-examination, and the trustees will complete the form on each director. Two trustees will be assigned to complete a review on each director. The assignments are as follows:

Briceville Director – Lake McCoy and Steve Mead

Clinton Director – Susan Miceli and Jeanine Brewer

Norris Director – John Selser and Debra Cox

Rocky Top Director – Katherine Smith and Theresa Venable

For the next meeting, John asked that the directors work on their self-evaluations.

Then, the 2 assigned trustees for each library will meet with the director, using their self-evaluations as guidance, to complete an evaluation form. Finally, the leader of the Personnel & Evaluation Committee (Susan Miceli) and the Board Chair (John Selser) will compile the results and meet with each director to complete the evaluation.

Announcements/Next Meeting:

The next meeting will be Thursday, February 20, 2020, at 4:00 p.m., at the Clinch River Regional Library.

Susan Miceli moved for adjournment at 6:22 p.m. Lake McCoy seconded the motion, and the meeting adjourned.

Respectfully submitted,
Katherine Smith, Secretary

Anderson County Board of Commissioners
Intergovernmental Committee
Minutes

March 9, 2020
Room 312

Members Present: Catherine Denenberg, Tim Isbel, Tracy Wandell, and Bob Smallridge

Members Absent: Denver Waddell, Shain Vowell, Mayor Terry Frank, Jay Yeager
.

Others: None

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

Implementing a Mission Statement for Bull Run

Discussion. No Action Taken.

Resolution 20-02-805 Requesting the General Assembly to Amend TCA Section 68-211-706

Commissioner Wandell made a motion to forward to Operations Committee for discussion. Commissioner Isbel seconded the motion. Motion passed.

Unfinished Business

None

New Business

None

Adjournment

With no further business meeting adjourned.

Anderson County Employee Insurance Board of Trustees
Meeting Minutes
March 5, 2020

Members Present – Mayor Terry Frank, Interim Finance Director Robby Holbrook, Commissioner Rick Meredith, HR Director Kim Jeffers-Whitaker, HR Advisory Chairman Phil Yager

Others Present – Lekan Tupper, Randy Walters, Katherine Ajmeri, Stephanie Strickland

Call to Order

Mayor Frank called the meeting to order at 2:01 pm.

Approval of Minutes – The minutes of the January 8, 2020 meeting were approved as presented. Motion made by HR Advisory Chairman Yager and seconded by Commissioner Meredith. Motion carried by voice vote.

Items for Action/Discussion

1. HR Director Whitaker stated during the process for the Medical RFP, some issues came up and it was determined to rebid. Those bids are now due March 16, 2020. CBIZ will present its recommendations at the Board's March 24th meeting. Interviews possibly could be scheduled during the week of March 30th.
2. HR Director Whitaker said the CareHere Clinic is at an 87-percent utilization rate. CareHere will present an annual report in June 2020. Ms. Whitaker said she will schedule a review with CareHere and Board members will be welcome to attend if their schedules allow. HR Director Whitaker said the CareHere Clinic providers have received exemplary reviews from CareHere and an Anderson County employee survey. As part of the contract between CareHere and Anderson County, CareHere recommends that the providers receive an annual salary increase, depending upon their annual reviews, HR Director Whitaker stated. She said CareHere recommends an annual increase of 3-percent or higher. It was discussed, that the providers receive the same salary increase as county employees, and if Anderson County employees don't receive an increase, the providers don't either. The Board members will receive via e-mail an electronic copy of the current CareHere contract. (See E-mail, Attachment A)
3. HR Director Whitaker provided a copy of an e-mail regarding a Stop-Loss refund from Optum Reinsurance. (see Attachment B)
4. Interim Finance Director Holbrook stated a proposed budget for Fund 263 will be ready soon, but there are a lot of moving parts. HR Director Whitaker said, depending on the health of Fund 263, she would like to see some funding put into employee wellness programs.
5. HR Director Whitaker handed out a packet from Springbuk, and gave a brief overview of employee health trends for 2020 (See Attachment C)
6. HR Director Whitaker stated that MedBen has provided a Risk Analysis Report for stop-loss. The report shows that two members are over \$100,000; five are between \$50,000 and \$100,000; and eight members are between \$25,000 and \$50,000.

7. HR Director Whitaker reported there was a 30-percent response rate to the recent employee survey. She said most who responded asked for lower premiums, and wanted the clinic to be open full-time and have longer hours. They also asked for vision benefits to be offered separately from medical benefits.
8. HR Director Whitaker thanked Deputy Purchasing Agent Ajmeri for her work on the bids for insurance.
9. There was general discussion about benefits, and employee retention and recruitment. General discussion was also had about the Corona Virus; HR Director Whitaker said she sent an e-mail to all employees this afternoon directing them to a video link and information on the CDC website.
10. HR Advisory Chairman Yager asked HR Director Whitaker to “grade” CBIZ and MedBen. HR Director Whitaker gave CBIZ an “A” and MedBen a “C”.

Next Meetings – March 24th and April 8 at 2 pm in Room 118A

There being no other business, the meeting was adjourned at 2:45 pm.

Kim Jeffers-Whitaker
CareHere

Exchange 9:34 AM
Details

To: Phil, Terry Frank, Rick Meredith, Robby Holbrook, Cc: Lleen Tupper, Stephanie Strickland, Katherine Aymeri, Randy Walters

Seri found updated contact info in this email: Kim Jeffers-Whitaker kwhitaker@andersontn.org

update

Good Morning!

First, thank you to Katherine for forwarding the contract (attached)! I am including the specific language of annual increases for the CH staff in the snippet below.

1.09 Cost of Living Increases. On an annual basis, cost of living increases for medical professionals will be agreed upon by CareHere and Employer.

It is short and sweet, so, as always, I had questions. Below is a snippet of the guidance received from CH regarding my request for further language/guidance that CH may have in place regarding salary increases for their staff.

"No, we have always been told to let the client know that CareHere recommends a 3% increase when the staff has a good evaluation. It is always up to the client on what type of increase the staff receives. I have some clients that give the staff the same as their employees get and most of the time it is less than 3%. I hope this helps, let me know if you have any additional questions."

Lastly, during our discussion yesterday, I referred to the HR Director's duties in the 2017 resolution. Please find the snippet below.

**32) Employee Medical Clinic and Wellness Program
Administers and directs all operations of the on-site employee medical clinic and the employee wellness program.**

As always, I am open to suggestions and direction. ☺

Please let me know if you have questions or need further info.

Have a great weekend,
Kim

Kim Jeffers-Whitaker, IPMA-SCP, aPHR
Director of Human Resources & Risk Management
Anderson County Government
100 N Main St., Room 102, Clinton, TN 37716
Main Tel 865.264.6300 ! Fax 865.264.6269
<http://www.anderson-county.com/humanresources/>

From: Kim Jeffers-Whitaker
Sent: Tuesday, February 4, 2020 11:57 AM
To: 'Terry Frank'; Rick Meredith; 'philyageracc8@gmail.com'; Robby Holbrook; Stephanie Strickland; Krystal Burkhardt; Randy Walters
Subject: Optum Experience Rewards
Attachments: Experience Reward Option with Stop Loss Coverage.pdf

Tracking:	Recipient	Delivery	Read
	'Terry Frank'	Delivered: 2/4/2020 11:57 AM	
	Rick Meredith	Delivered: 2/4/2020 11:57 AM	
	'philyageracc8@gmail.com'		
	Robby Holbrook	Delivered: 2/4/2020 11:57 AM	
	Stephanie Strickland	Delivered: 2/4/2020 11:57 AM	
	Krystal Burkhardt	Delivered: 2/4/2020 11:57 AM	
	Randy Walters	Delivered: 2/4/2020 11:57 AM	
	Terry Frank		Read: 2/4/2020 1:59 PM

Good Morning Board,

As you all are aware, the Optum Reinsurance (StopLoss) contract includes "Experience Reward." The reward is achieved by the Fund performing better than expected from a claims to premium perspective. When this occurs, the Fund receives a portion of the premium back in the form of a check. The amount of the "reward" is not to exceed 25% of net profit (flier attached).

I have been notified that Anderson County will be receiving a check in the amount of \$52,125.23 from Optum this week. This is our largest reward/refund to date!

Optum Reinsurance / Stop Loss Refund

Year	Stop Loss Refund
2019/2020	\$52,125.23
2018/2019	\$31,935.61
2017/2018	\$32,483.55
2016/2017	\$45,271.10

I want to say thank you to the Board, the Finance Department and my HR team for their hard work and diligence! The efficient performance of the Fund doesn't just happen. It takes dedication and support. Beginning in 2016, the HR and Finance teams began collaborating together to improve the plans tracking to ensure success and continual medical coverage for ACG staff. Though some of the knowledge gained and ultimately presented to the Employee Insurance Board of Trustee's led to less than favorable modifications, those transformations have also controlled the astronomical health care cost over the past couple of years and allowed continual, affordable coverage. The Reward from Optum is testimony of our hard work, and I thank each of you who have contributed!

Sincerely,



Kim Jeffers-Whitaker, IPMA-SCP, aPHR
 Director of Human Resource & Risk Management

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COPY

December 2019

Congratulations!

Through the cost containment efforts of your plan administrator and Optum, Anderson County Government has qualified for an Experience Reward based on the terms of your 7/1/2018 - 6/30/2019 Unimerica Excess Loss insurance policy with Optum.

Enclosed is a check for \$52,125.23.

Congratulations on successfully managing your self-funded group medical plan, and thank you for partnering with Optum Stop Loss.

Sincerely,

Cally Dean
Account Manager
Optum

Employee Health Trends 2020



A Springbuk Health
Intelligence report,
built on data from over
2,500 employers.



Critical intelligence on
mental health, chronic
illness, and opioid abuse.

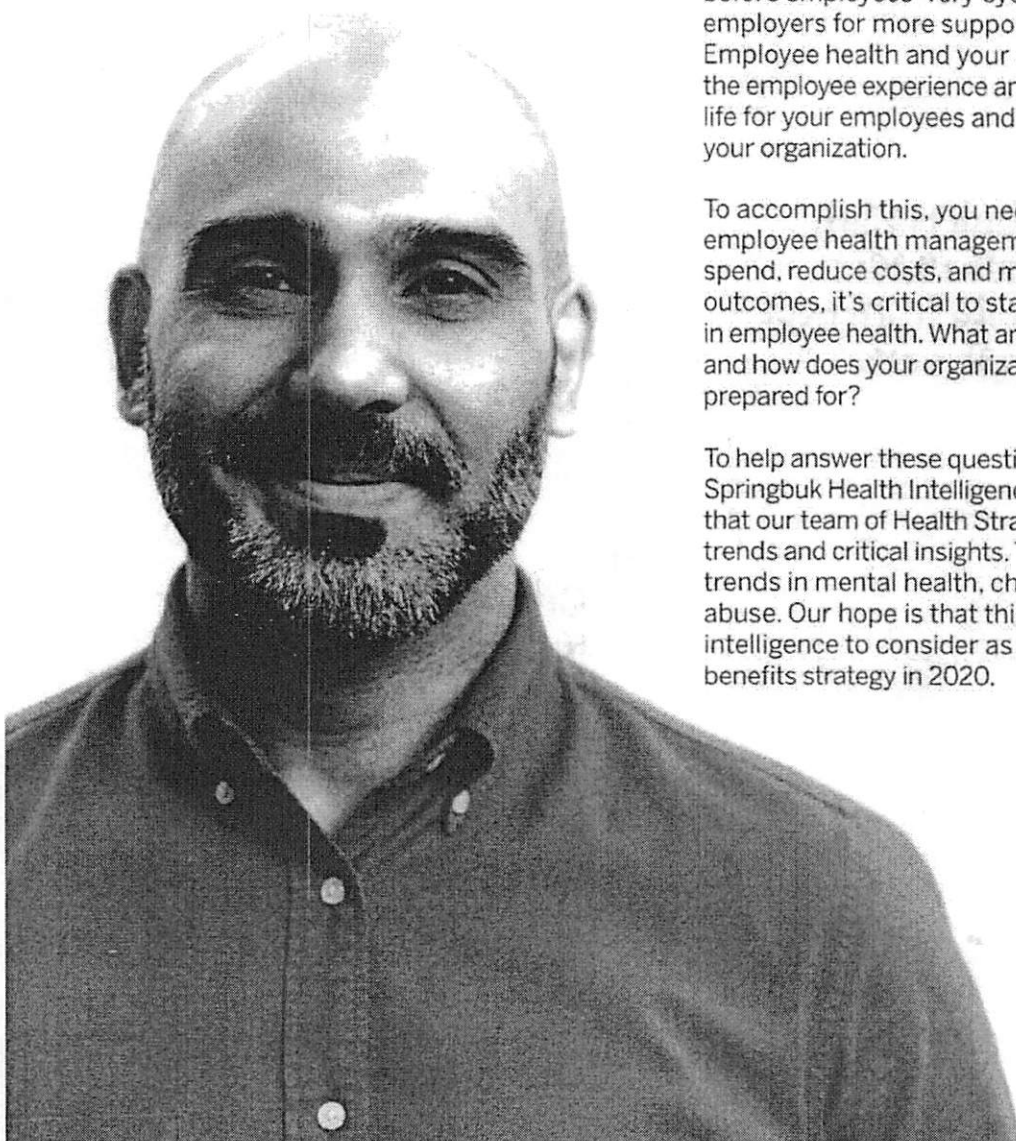
The key to a better employee experience.

With the unemployment rate hovering around 3.6%, the U.S. is experiencing one of the tightest labor markets in the last 50 years. In this full-employment economy, your organization faces increased competition for talent and higher stakes for your benefits packages. In fact, the strength of your benefits offerings is important not only to give your organization a competitive advantage in recruiting, but to keep your employees physically, emotionally, and financially healthy. The result: improved hiring, retention, and employee satisfaction.

As the modern workplace, skill needs, and technology all change before employees' very eyes, employees are looking to their employers for more support, more guidance, and more benefits. Employee health and your entire benefits program are critical to the employee experience and essential for improving the quality of life for your employees and equipping them to do great work for your organization.

To accomplish this, you need to maximize your investment in employee health management. To see where you can optimize spend, reduce costs, and maximize your plans to improve health outcomes, it's critical to stay on top of the latest data and trends in employee health. What are other organizations struggling with, and how does your organization measure up? What should you be prepared for?

To help answer these questions, this report draws on data from the Springbuk Health Intelligence platform of over 2,500 organizations that our team of Health Strategists explored to uncover emergent trends and critical insights. Through this exploration, we identified trends in mental health, chronic physical conditions, and opioid abuse. Our hope is that this report provides you with actionable intelligence to consider as you lead your organization's health benefits strategy in 2020.



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Mental health.

Employers are getting serious about mental health because they have seen just how much it can affect employees' lives and work, and its impact on financial outcomes. Our data shows that nearly 1 in 5 members have at least one diagnosed mental health condition. Some of the most common¹ mental health conditions are generalized and other kinds of anxiety disorders, major depressive disorders, and ADHD. Some of the most costly² are alcohol dependence, major depressive disorder, generalized anxiety disorder, and opioid dependence.

+ 19% of all members have a mental health condition.

This high prevalence of mental health problems is also a concern because of its financial impact. For a member with a mental health condition, the average cost of medical and prescription claims per member per month is \$847 — more than twice that of a member without a mental health condition (\$417).³

+ Average monthly costs for a member with a mental health condition is twice that of a member without a mental health condition.

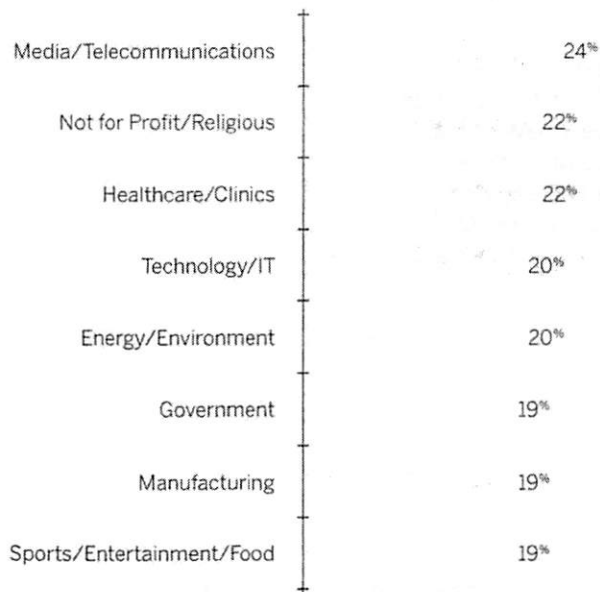
What's more, for an enterprise organization of 10,000 employees (19,200 members) and the average 19% prevalence rate, mental health conditions are creating claims costs of \$37,078,272 per year. These high costs can cause huge burdens to employees and lead to increased rates the following year for employers who self-fund their plans.

¹ Most common based on total number of members on the platform.

² Most costly based on total PMPM for members with mental health conditions.

³ These costs represent all members with or without a mental health condition. These members may also have chronic physical conditions, which would likely add to the costs. We identify the specific costs for people with both mental health and chronic conditions later in the section entitled "The Overlap with Chronic Physical Conditions."

Industries with Highest Prevalence Rates of Mental Health Conditions



Another interesting finding in our data is the varying rates of mental health conditions among industries. The graph above shows the eight industries within our claims data set that had the highest percentage of mental health diagnoses.

Mental health problems can affect organizations by causing higher rates of absence, turnover, and other issues that affect performance and productivity — not to mention impacting employees' quality of life and satisfaction in their work. Given all of that, and knowing these conditions could be affecting up to a quarter of your members, it's imperative to dive into your own health data for insights on how to best treat, prevent, and maximize your investment in mental health conditions.

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Chronic physical conditions.

+ Almost 50% of members have one or more chronic conditions.

Our study found high prevalence and costs of chronic physical conditions among employees and their dependents. In fact, almost half of the members in our Health Intelligence platform have one or more chronic conditions. The five most common are metabolic disorders,⁴ hypertension, arthritis and tendinitis, degenerative orthopedic diseases, and cardiovascular medical conditions.

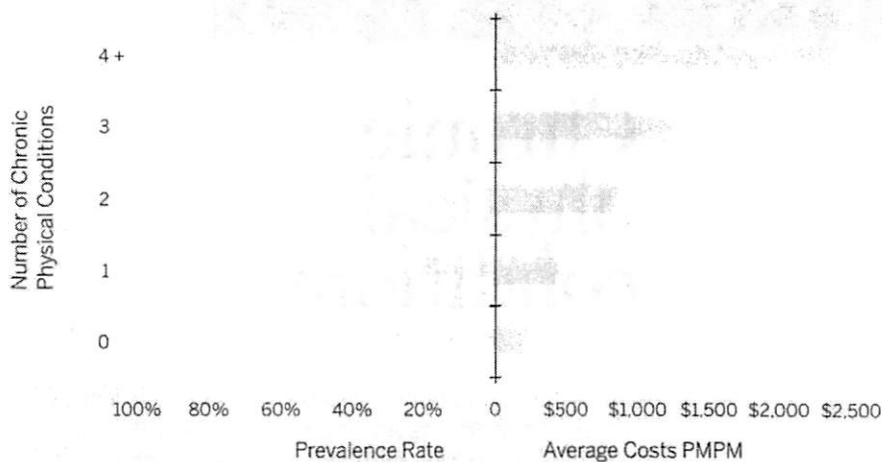
It's important to look at your population to see how these chronic conditions are being addressed and where they may be causing damage to productivity, performance, and the employee experience. Although the prevalence of cardiovascular and hypertension conditions our survey identified isn't surprising, what did surprise us and is significant is the rise in arthritis and degenerative orthopedic diseases — especially given the rising costs of their treatment.

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⁴ Metabolic disorders primarily refers to hyperlipidemia, but is not entirely such.

Especially with arthritis and degenerative orthopedic disease, employers need to make sure their plans are designed holistically to accommodate the nutritional and physical components of treatment. It's also important to make sure there's education and awareness for alternatives to surgery and high-cost medications: chiropractic, acupuncture, and other natural types of services that can help alleviate and also manage pain. When just one chronic condition results in an increase more than twice that of a member without chronic conditions, these conditions can have a big impact.

Prevalence of Chronic Conditions and Average Costs



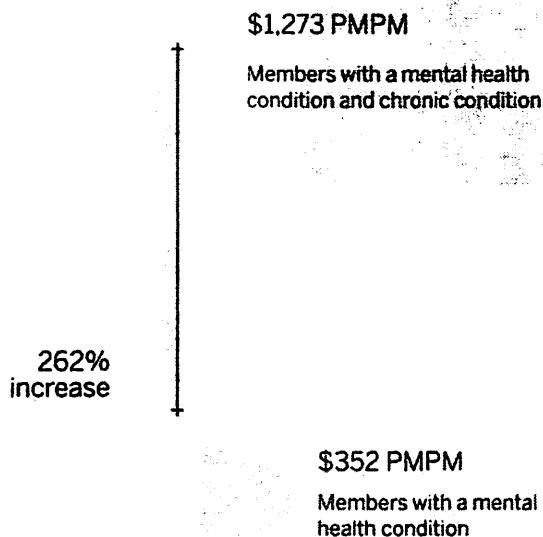
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The overlap between mental health and chronic physical conditions.

Unsurprisingly, our data reveals a large overlap between chronic and mental health conditions. In fact, mental health is rarely an isolated condition among members in our platform: 2 in 3 people with mental health issues also suffer from chronic physical conditions.

Average Costs



+ 69% of members with a mental health condition also have a chronic condition.

These long-term health challenges often involve chronic pain, discomfort, regular doctor visits, and regular medications — any of which can impact mental health problems. This added complexity also results in increased costs in claims. When members have a mental health condition and at least one chronic condition, costs rise by 262%.



Even more telling, members with a mental health condition are also twice as likely to classify as a “high-cost claimant” — a member with at least \$50,000 in claims. This most often results from catastrophic health events like car accidents or other serious injuries. When this happens, members are likely dealing with more than just physical pain and rehabilitation. They need care that helps them manage, treat, and prevent the mental and emotional struggles that often come along with that.

To effectively manage the combination of mental health and chronic conditions, organizations must take a holistic approach. By zooming out and looking at your organization’s data across segments and conditions, you can uncover trends and adapt your benefits strategies to accommodate holistic, preventive healthcare for your members.

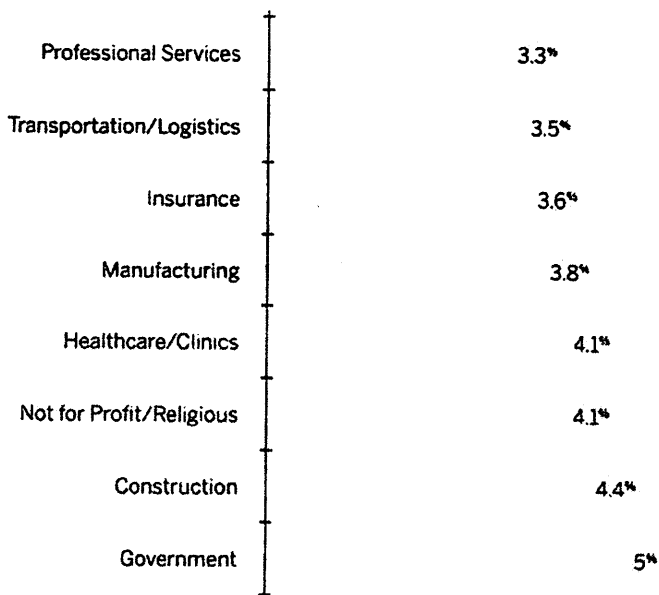
+ Members with a mental health condition are twice as likely to classify as a “high-cost claimant” – a member with at least \$50k in claims.

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Opioid abuse.

One of the biggest threats in health today is the ongoing opioid epidemic. Opioid abuse can be debilitating and even life-threatening to employees and their dependents, causing reverberating effects on the health, well-being, productivity, and retention of employees. Our data shows that 3.3% of all members are at high risk for opioid abuse. The rate is higher in several specific industries as noted in the following graph.

Industries with Higher Risk

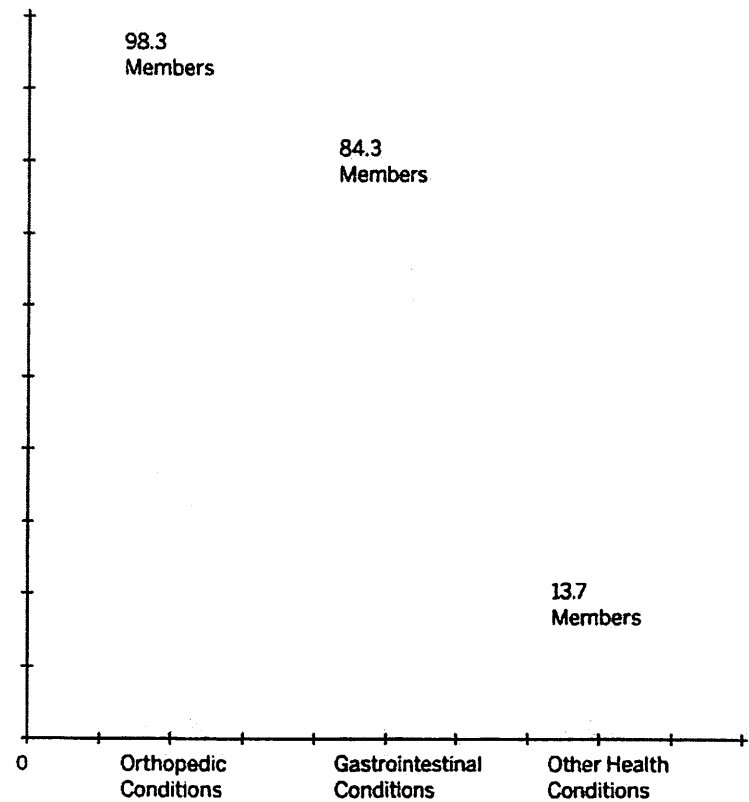


Opioid risk also increases with age: 2.8% of members aged 18 to 35 are at high risk for opioid abuse, while 6.6% of members 65 or older are at high risk. This could explain the high risk in the government sector, where our data demonstrates a high instance of older employees.

There are also two health conditions that show an outsized number of members with high risk for opioid abuse: orthopedic and gastrointestinal (GI) conditions. People who have long-term conditions like back and hip pain, bowel discomfort, heartburn, and gastritis are frequently prescribed — and as recent news has shown, often over-prescribed — this category of pain medication. Our data shows people with orthopedic and GI conditions are 6x more likely to be at risk of opioid abuse than people with other conditions.

Risk of Opioid Abuse by Condition

Per 1,000 Members

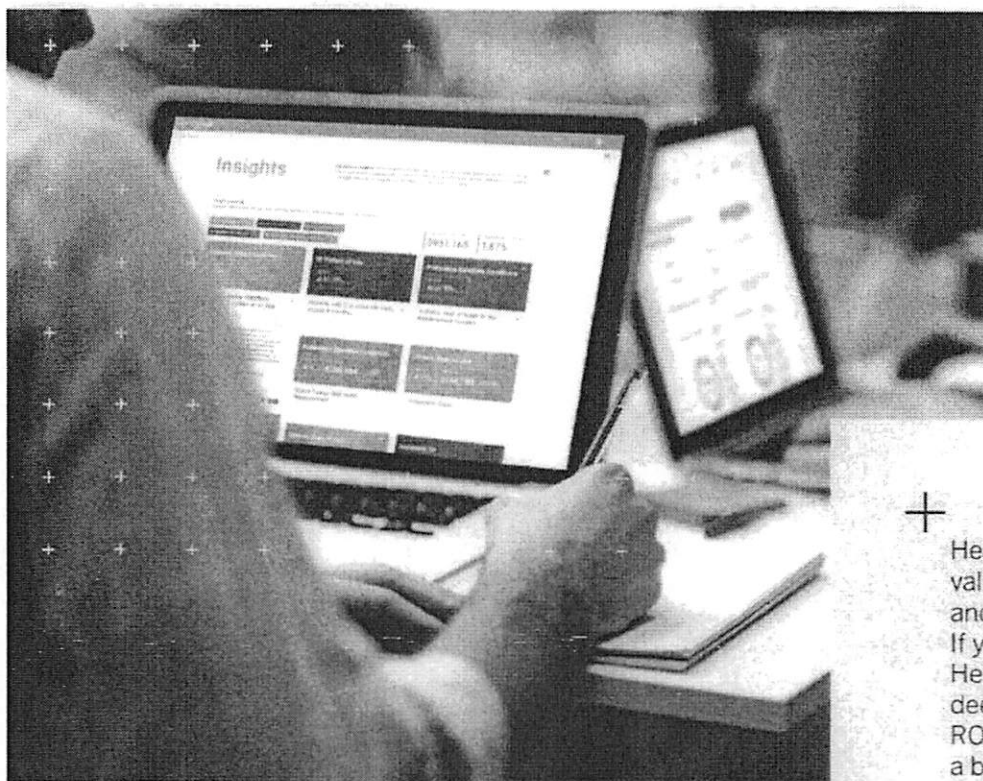


Even without opioid issues, the cost for orthopedic and gastrointestinal conditions is increasing month over month. You should pay attention to these trends, monitor your population health data, and look for ways to mitigate risk and improve prevention.

+ People with orthopedic and GI conditions are 6x more likely to be at high risk.

Moving from insight to action.

As with any data, the most important thing to know about Health Intelligence is how to act on it. These trends in mental health, chronic illness, and opioid abuse are sure to show up in your employee population in one way or another. To take the next step, you need deep insights into how these conditions are affecting your organization's members and which groups are most at risk. Then you'll be able to design the right health benefits strategy to address these conditions head-on.



Health Intelligence is key to maximizing the value of your health management investment and providing your employees the best care. If you're interested in learning more about Health Intelligence and how you can drive deeper, more actionable insights to increase ROI, improve employee health, and create a better employee experience, request a Springbuk demo today.

The report findings are the result of a quantitative analysis performed by Springbuk's Health Strategy team. The analysis was based on aggregate and anonymized data sets from over 2,500 employers of various industries, sizes, and geographies. The purpose of the analysis was to identify trends in employee health.

springbuk.

Juanita Melton
ACCTC
Criminal Justice
140 Maverick Circle
Clinton, TN 37716
jmelton@acs.ac
(866) 457-4205

03/06/2020

Dear District 3 Commissioners Anderson and Waddell,

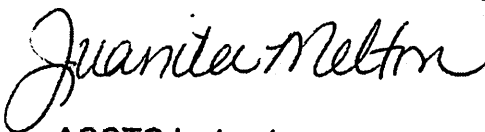
I am writing you to request your assistance with transportation for my Criminal Justice classes. There are two field trip opportunities that are quickly approaching. We would appreciate any contributions that you could give to assist in bringing these trips to fruition. My class has been studying the functions and structures of correctional facilities and these field trips would help the students' understanding of prisons growth and development. Several of my students are interested in the law enforcement field.

Criminal Justice II is a dual enrollment class with RSCC. Today, were we invited to go to the Richard Bean Juvenile Detention Center for a tour on March 31st. The bus will cost \$225.00 or about ten dollars per student. We would stop and have lunch on the way back to school.

All three of my Criminal Justice classes have the opportunity to tour Brushy Mountain Penitentiary on April 9th. This trip will include the guided tour of the historic penitentiary and lunch on site at *The Warden's Table* Restaurant. Each student would be responsible for the cost of admission and lunch at \$25.00. In addition we need \$550.00 to cover the cost of the buses.

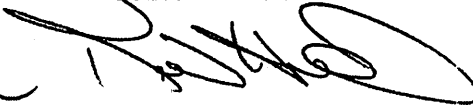
My classes jumped at the idea of touring the juvenile detention center and Brushy Mountain, and would benefit, not only in an educational experience, but would be exposed to the way correctional facilities have evolved. The students will benefit greatly from the first hand exposure to the correction facilities. Any contributions you would like to give to us would be greatly appreciated it would help reduce my student's expenses for these field trips.

Juanita Melton



ACCTC Instructor

Robbie Herrell



ACCTC Principal

Dr. Tim Parrott



Director of Schools