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

The unveiling of Commissioner Mark Alderson's Portrait – by Commissioner Meredith @ 6:00 P.M.

Presentation - Child Abuse Prevention Awareness Month – by John Norris, Office of Child Safety Team Coordinator and Kristi McBee, Office of Child Safety Team Leader for Anderson, Campbell, Scott and Union Counties @ 6:15 P.M.

Consent Agenda
Monday, April 19, 2021 @ 6:30 p.m.

- 1. Approval and corrections of March 2021 County Commission Minutes**
- 2. Approval of Notary and Bonds**
- 3. Courtesy Resolutions/Proclamations**
- 4. Committee Reports**
 - Anderson County Library Board Minutes (2/18/21)
 - Anderson County HR Advisory Board Minutes (3/3/21)
 - Anderson County Employee Insurance BOT Minutes (3/11/21)
 - Anderson County Tourism Board of Directors Minutes (4/6/21)
 - Finance Committee Minutes (4/12/21)

Respectfully Submitted,
Joshua Anderson, Chairman

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

Regular Agenda
Monday April 19, 2021 @ 6:30 p.m.

- 1. Call to Order / Roll Call**
- 2. Prayer / Pledge of Allegiance**
- 3. Appearance of Citizens**
- 4. Approval and Correction of Agendas**
 - Consent Agenda
 - Regular Agenda
- 5. Committee Reports**
 - Purchasing Report - by Katherine Ajmeri, Deputy Purchasing Agent
 - Budget Report (3/18/21) (4/8/21) – by Robby Holbrook, Interim Finance Director
- 6. Director of Schools – Written Report including BOE Minutes (3/11/21)**
- 7. County Mayor**
 - Reappointment of Scott Burton to the Anderson County Conservation Board, Term expires 12/25
 - Requesting approval of amendment to Anderson County’s “Grant Contract-Aging Services” with the term ending 6/30/2021.
- 8. Law Director**
 - A. Contract Approvals
 - B. New Lawsuit
 - C. Lawsuit Update
 - D. Blockhouse Valley Update (Attached)
 - E. Amendment to Background Check Resolution (Attached) *Needs County Commission Approval
 - F. Resignation of Joe Jarret, Charter Commission outside Counsel
 - G. Delinquent Tax Suit Filed
 - H. Carl Clifford Smith - Update
- 9. Committees/Boards Reports**
 - Operations Committee Report – by Chairman Isbel
 - Resolution No. 21-04-860 To Amend and Consolidate the Fees Charged for the Holding and Adoption of Animals
 - Resolution No. 21-04-861 To Allow the Anderson County Animal Care & Control Department To Accept Credit Cards as a Payment Option
 - Resolution No. 21-04-862 Authorizing the County Mayor and The Solid Waste Department to Implement a Community Adopt-A-Road Program to Help Combat Litter in Anderson County
 - Intergovernmental Committee Report – by Chairman Denenberg

10. New Business

11. Old Business
Covid-19 Update

12. Adjourn

Respectfully Submitted
Joshua Anderson, Chairman

County Commission Meeting
Mon, Apr 19, 2021 6:00 PM - 7:00 PM (EDT)

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Anderson County Library Board
Minutes of Special Meeting
Online Zoom meeting
Thursday, February 18, 2021

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, John Selser, Katherine Smith, Lake McCoy, Jeanine Brewer, Theresa Venable, Mary Jane Berry (Regional Board), Josh Anderson (Regional Board),

Library Directors: Meg Harrison (Clinton), Norma Day (Rocky Top), Tara Wethington, Acting Director (Norris), Matthew Jordan (Clinch Regional Library Director), Jenny Heffron (Norris)

Absent: – Daphne Windham (Briceville) – family emergency, Steve Mead (County Commissioners)

Others: Kim Jeffers-Whitaker (Anderson County Human Resources Director), Jay Yeager, (Anderson County Attorney), Misty Campbell (Clinton Library), Kimberlee Byrge (Clinton Library)

Call to Order and Revisions to Agenda:

Chair Josh Anderson called the meeting to order at 5:08 pm. There were no revisions to the agenda.

Appearance of Citizens: None

Approval of Minutes:

Lake McCoy moved to approve the minutes of the regular meeting of January 21, 2021. Susan Miceli seconded the motion. A roll-call vote unanimously approved the minutes as presented.

Treasurer's Report: Susan Miceli reported on two financial transfers. The Transfer Requests are appended to these minutes.

- A. A decrease of \$850 from Local Restricted Reserve at Clinton Library and an increase of \$550 to Periodicals and \$300 to Janitorial Supplies at Clinton Library. John Selser moved to approve this transfer, with a second by Lake McCoy.

- B. A decrease of \$23.70 from Book Purchases at Norris Library and an increase of \$23.70 to Data Processing Services. John Selser moved to approve this transfer, with a second by Katherine Smith. The two motions were voted together by roll-call vote. They were approved unanimously.

Susan is working on the budgets for the libraries. She will put them together into one unified budget. She will prepare two versions, one with raises built in and one without.

Director's Reports: Actual Reports are appended to the minutes.

Briceville – Daphne Windham – Daphne was absent, but her report was submitted.

- Thanks for two of their devoted patrons, they were able to give the BES pre-K class and teachers Valentines and candy.
- The community is glad to be able to come into the library again. Everyone wore masks, surfaces were sanitized after use, and procedures were followed. A new patron who just moved to Briceville signed up for a library card.
- Preschool teacher is hoping that story time with them can be resumed in the coming months.
- After stopping online story times due to few views and/or likes, parents are requesting that they do them again.
- The water fountains were not working properly. Maintenance came out, worked on them, and are waiting on a part to finish.
- Daphne turned in the budget worksheets to Susan.
- A patron has requested area maps and hiking trail maps. Daphne hopes to build these into the collection in the future. Since the library has partnered with Knoxville Ghost Tours, she suspects this will be a more frequent request from patrons who do not know the Briceville area well.
- READS numbers are up in January, adult checkouts were 39, and juvenile were 20. This is higher than in December, which were adults 25 and juvenile at 7.
- Second quarter totals for checkouts/reference/DVDs/audio books saved our patrons \$3,624.50.
- Daphne attended a webinar on Telling the Library Story, and Brandy attended a webinar on Basic Developmental Milestones of Early Childhood.

Clinton- Meg Harrison

- Clinton will premiere a library trivia program via zoom on April 12. If it goes well, they will plan for more after summer reading is finished, either continuing on Zoom or moving it to an in-person format, depending on COVID-19.
- Meg is looking into the possibility of having programs outdoors this spring/summer, even if we have not gotten to Phase 4.
- Summer Reading planning continues.

- Clinton has been asked to participate in the National Remake Learning Days program. They will have a combination Remake Learning Days event and Early SPR sign-up program on May 14.
- Clinton book club will discuss *The Lies that Bind* by Emily Giffin in March.
- The new self-checkout was installed and was already being used the first day they reopened to the public this week.
- Meg will complete all the grant paperwork for both the CARES and LSTA grants.
- The library opened to the public on Tuesday, and – so far, so good. No pushback on masking or quarantining policies yet and lots of people happy to be back in the library.
- Meg attended webinars on Social Work in Small Libraries, Harry Potter and the Law, Encouraging Underperforming Employees, Books to Encourage Social-Emotional Learning, Cooking with Kitchen Programming.
- Karen attended a webinar on finding free and legal images and media.

Norris- – Tara Wethington

- Norris had a total of 108 checkouts this month, and 107 last month. They are hoping for more since opening the doors again this week.
- Tara signed up for two trainings – The American Sign Language course and Engaging with patrons through Social Media.
- Tara has focused on purchasing for both the Tech Grant and the Cares Grant. She has placed some orders and is waiting for quotes on other items.
- She plans to start using the outdoor sign more to help draw the attention of the patrons and engage with them.
- She will be using Facebook more often to show patrons material that they have on hand as well as resources for things going on in the community.
- Tara plans to reach out to Norris Bulletin to see if they will again publish a listing of new titles and some information on the library as they did in the past.
- Tara would like to explore a virtual Storytime program called “Norris Reads to Me.” She would have different people from Norris come in and read a story. She would ask people such as the principal at NES, the police chief, a firefighter, the principal of NMS, the NMS librarian, residents who volunteer, a board member, a County Commissioner, a Norris library employee, etc. The special guest's story would be posted once a month.

Rocky Top- Norma Day

- They are glad to be open again and so are their patrons.
- Norma has turned in her budget to Susan.
- Norma has filed her E-rate form 471.
- Stephanie Wells, Director of Anderson County Tourism, did a go-to meeting with the staff and Norma for some training on WordPress and updating the website. Stephanie had originally set up their website several years ago. It is beginning to look better with the new facelift.
- Norma has spent all but \$1200 of her state and federal funds.

- The Curbside VITA site opened on Monday, February 8. It has been a different way to prepare taxpayers' returns, but they are very thankful for what is being done for them. As of today, they have prepared and e-filed 74 returns.
- In January, they circulated 755 items via curbside pick-up and 1441 items were checked out through READS,
- LeAnn is almost ready for summer reading. It is being planned as a virtual program, with hope that will change. They are beginning to pick up and receive some donations for the program, Norma mentioned a great donation from the Knoxville Ice Bears hockey team.
- Rocky Topy had 4 live programs in January with 32 views and 7 recorded programs with 2137 views.
- Norma attended seminars – FOL Friendly Friends and Manager's Guide to Confronting Performance Issue. Teal, Carrie, and Norma attended Grow with Google.
- LeAnn attended the webinars Splash Pages for Beginners, Advanced Pages & Widgets, and Verso Reports for Libraries.

Regional- Matthew Jordan (February 2021 Report)

- Scott County Libraries are moving forward with automation and are now working with Auto-Graphics to implement Verso in the near future. Kudos to Directors Kay Reed, Dawn Claiborne, and Missy Chitwood, and Chair Nancy Williamson and the Scott County Library Board for their good work on this.
- Matthew encourages library boards and directors to be proactive in meeting two of their main duties in the spring: the upcoming budget request process with funding bodies, and the recruitment of new board members to replace any members who are completing their second terms at the end of June (the new two-term limit does allow someone to come back on the board after a three-year hiatus). For new board appointees, library patrons are often a good source, but also consider thinking outside the box to try to get new voices and parts of the community that may not be represented or who have an expertise/perspective that would be useful to the Board. You could advertise in the paper, contact local service and other organizations, contact schools, consider an active businessperson or Chamber member, ask elected officials for recommendations, etc.
- 2021 TLS Tennessee Library Legislative Day, Friday, February 12, was virtual. There was a live program in the morning. Library advocates, including directors, trustees, and Friends were encouraged to reach out to their local legislators beforehand or request a virtual meeting on that day. This is a great opportunity to tell your legislators what your library has been up to and how you have served during the pandemic,
- It is time again to promote the Tennessee Trustee Certification Program for Library Board Trustees. This certification is expected of all board members, so if you are new to your board, or have not completed it yet, it will make a great addition to your New Year's goals. Click on the Register Online Now link on the right side of the linked webpage below. You will receive login/password

information. The topics for the ten video sessions of 20-30 minutes each can be seen on the left side of the page as well. Let us make Clinch River Region proud with our completion rate. <https://tsla.libguides.com/trusteecert>

Unfinished Business / Updates

- Director Review Status – John prepared a form showing what has been done and what remains to be done, which is appended to these minutes. It is hoped that this can be finished soon.
- Reopening Level Status – The libraries reopened in Stage 2 on Tuesday, as cases had dropped below 400. The libraries are implementing caps on the number of people who can be in the library at one time. At this point, there are no plans to move to Stage 3. That decision will be made following a month of stability. The board and the directors, therefore, will discuss and re-evaluate in at the next board meeting.
- Bylaws and Policies Updates – John Selser is reacquainting himself with this project. He needs to speak with Kim Jeffers-Whitaker, Director of Anderson County Human Resources about some of it. He will report back next month.

New Business:

- HR Leave of Absence Request for Norris – Kim Jeffers-Whitaker requested that the board to go into closed session to discuss this proposed leave of absence. Jay Yeager, the County Attorney, was in attendance, and he advised the board that this was an appropriate use of closed session exemption to the sunshine law. Susan Miceli moved to go into closed session, and Mary Jane Berry seconded the motion. The board voted unanimously to do so. Following the closed session, the board rejoined the regular meeting.

Once the board returned from executive session, Susan Miceli made a motion to approve an extension of the unpaid leave of absence as presented. The motion was seconded by Theresa Venable. John Selser asked if the motion could be amended to approve the request through May of 2021 and revisit the extension of the time period again then. Susan Miceli amended her motion to approve the request of unpaid leave of absence through May and revisit the extension of the time period if needed at that time. This motion was seconded by John Selser. The motion was passed by a roll call vote of 7 to 2.

- Reorganization and Staffing at Norris – There was discussion on how to handle the staffing at Norris during the leave of absence of the Norris Director. A proposal was presented to have Tara Wethington, the Acting-Director at Norris spend some time for training at the Clinton Library with Meg Harrison, the Clinton Director. During this period, Kimberlee Byrge and Missy Campbell, both employees of the Clinton Library, would trade time at Norris. Missy and Kimberlee will work with Tara, as will Meg. The four of them, under the direction

of Meg, will determine how long this training will be. They will take it one month at a time to evaluate how it is progressing. There will be adjustments to pay centers for the time that Missy and Kimberlee spend at Norris, which will be worked out through Human Resources.

- A. Susan Miceli moved to allow the Clinton director, Meg Harrison and her employees Misty Campbell and Kimberlee Byrge to work out a plan and a schedule with Tara Wethington at Norris Library to help Tara become more familiar with library procedures and learn the jobs she needs to know to efficiently run the Norris Library in her director's absence. Theresa Venable seconded the motion. A roll call vote unanimously approved the motion.
- B. Meg Harrison asked for guidance as to what the board would like her to concentrate on in training Tara. Some tasks that were mentioned included preparing a director's report, ordering books, monitoring the website and Facebook page, handling the bills, checking the emails and actual mail, responding to phone calls, etc. Adjustments can be made to the process as it proceeds. It was agreed that Meg, Kimberlee, Misty, and Tara will meet tomorrow at the Clinton Library to develop a plan. Susan Miceli will also attend that meeting.

Announcements/Next Meeting:

This meeting has been held on Zoom due to continuing COVID-19 concerns. The regular March meeting will be held on Thursday, March 18, 2021, at 5:00 pm via Zoom, or in person, depending on the guidelines in place at that time.

Josh Anderson declared the meeting adjourned at 7:35 p.m.

Respectfully submitted,
Katherine Smith, Secretary

Anderson County
Human Resource Advisory Board Minutes
March 03, 2021
10:00 a.m. in Room 118A, Courthouse & GoToMeeting

Members Present

Chairman Catherine Denenberg, Gary Long, Robby Holbrook, , Johnny Alley, Tim Shelton, Regina Copeland, Hal Cousins, Jeff Cole and Rex Lynch

Members Absent

Terry Frank, Jay Yeager, and Russel Barker.

Others Present

Kim Jeffers-Whitaker, Stephanie Strickland, Andrew Stone, and Paul Richardson.

Call to Order

Paul Richardson did a roll call vote for attendance. Quorum present.

Approval of Prior Minutes

Minutes of the January 13, 2021 meeting were approved, as presented, on a motion made by Gary Long, and seconded by Rex Lynch. Motion carried. Members not voting were Tim Shelton and Hal Cousins.

Approval and Correction of Agenda

Gary Long made a motion to approve agenda, seconded by Jeff Cole. Motion carried. Members not voting were Tim Shelton, and Hal Cousins.

HR Director Report

HR Director Kim Jeffers-Whitaker presented items to the committee.

- 1) COVID-19 numbers for January were presented
- 2) Open enrollment for insurance will begin in April
- 3) Ideas for different aspects of the wellness program
- 4) HIPPA training program for employees who are exposed to HIPPA protected information.
- 5) Leave Donation Program was discussed.

Gary Long Motioned and Johnny Alley seconded a motion to have Jeff Cole look for prior Leave Donation Policy and bring the information back to the next meeting. Motion carried.

Old Business

HR Director Kim Jeffers-Whitaker presented the Employee Compensation Plan. Tim Shelton made a motion to accept the report as presented, seconded by Gary Long. Motion carried.

**Anderson County
Human Resource Advisory Board Minutes
March 03, 2021
10:00 a.m. in Room 118A, Courthouse & GoToMeeting**

New Business

None

Next Meeting

Gary Long motioned to delay the next meeting until May 12th 2021 at 10:00AM in room 118A, seconded by Robert Holbrook. Motion passed

Adjourned

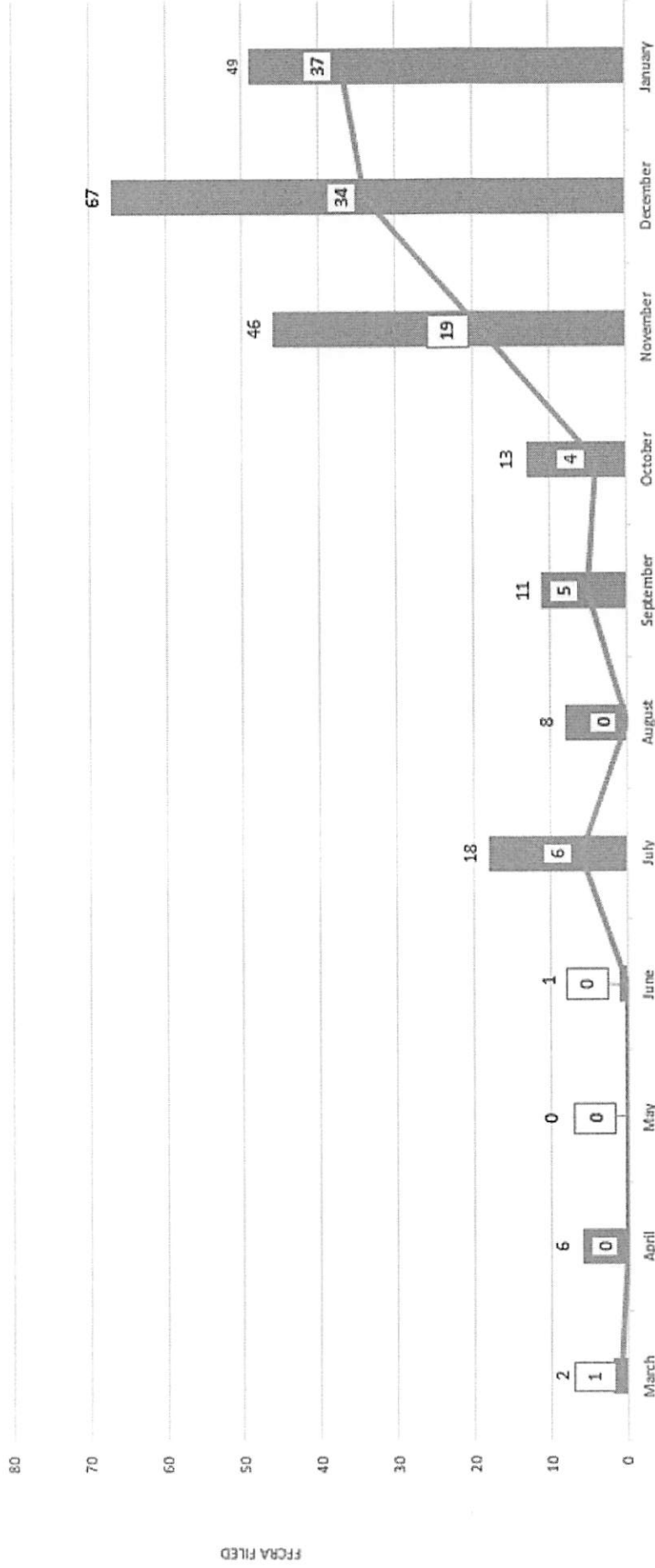
FFCRA Hours Exhausted: Total 41

ESL Aggregate Report: March 2020-Jan. 2021

Possible Workplace Contractions: Total 5
Possible Workplace Exposure: Total 24

FFCRA: Total 221 Positive: Total 306

Est. 6 Employees Not Included



EST. SUMMARY: 8,959 HOURS LOST / \$153,737 ASSOCIATED COST (7 EMPLOYEES NOT INCLUDED)

Anderson County Board of Commissioners

Human Resources Advisory Committee Agenda

March 3, 2021

Room 118A / Virtual at 10 a.m.

1. Call to Order
2. Roll Call
3. Approve Prior Meeting Minutes
4. Approval and Corrections of Agenda
5. Use of Equipment (Computer, Internet, Phone and Mail) and Social Media Policy, Chair Catherine Denenberg
6. HR Director Report
 - COVID-19 Tracking
 - Other
7. Old Business:
8. New Business
9. Next Meeting
 - April 14, 2021 @ 10 am - request to reset
10. Adjourn

HR Advisory Meeting GoTo Meeting
Wed, Mar 3, 2021 10:00 AM - 11:00 AM (EST)

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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
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

6.10 Retirement Plan

Anderson County Government participates in the Tennessee Consolidated Retirement System (TCRS). Membership to the retirement plan is mandatory for all full-time employees and the five percent (5%) employee contribution will begin after the six (6) month probation period. For those new hires who have prior TCRS membership, the TCRS probationary period will be waived and payroll deductions will start the following month after your date of hire. Anderson County Government contributes to the retirement fund for all eligible employees. TCRS information is available in the Human Resources and Risk Management Department or on the state website at <https://treasury.tn.gov/Retirement/Information-and-Resources/TCRS-Overviewand-Self-Service>

Effective fiscal year 2019, Anderson County part-time and full-time, regular employees will have the option to participate in the State of Tennessee's 401k and 457b. These optional retirement plans are available without County matching funds. The State's 401k and 457b information is available in the Human Resources and Risk Management Department or on the state website at <https://treasury.tn.gov/Retirement/Information-and-Resources/401-k-457-Investing>

If you are considering retirement from Anderson County, you need to schedule a meeting with the Human Resources and Risk Management Department approximately three (3) months before your retirement date.

Anderson County Board of Commissioners
OPERATIONS COMMITTEE
MINUTES

January 11, 2021

Meeting held electronically pursuant to Resolution 20-04-812

All votes are by Roll Call

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

Members Absent: None

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

Chairman Isbel said the prayer.

Commissioner Mead led the pledge of allegiance.

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

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

No citizens addressed the Committee.

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

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

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

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

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



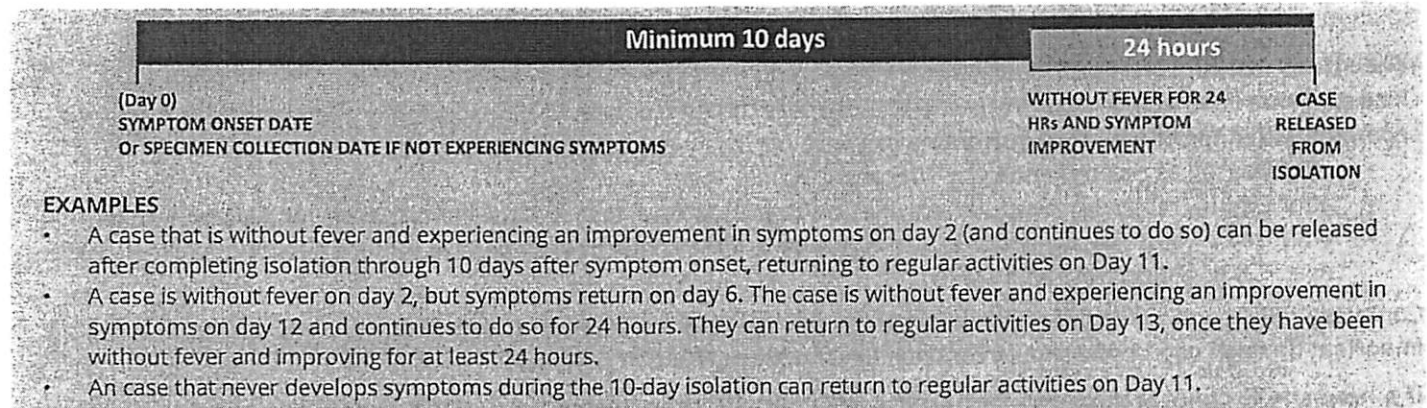
CASES

Isolate for a minimum of 10 days after illness onset. Release from isolation when without fever for 24 hours (without fever-reducing medication) and show improvement in symptoms. Some severely ill patients will need to isolate for at least 20 days.

Cases without symptoms must be isolated through 10 days after their specimen collection date.

Notes:

- Lingering cough should not prevent a case from being released from isolation.
- If a follow-up PCR test is positive, cases do not need to re-enter isolation as long as they have completed the minimum 10-day isolation and had symptom resolution for a minimum of 24 hours.
- If a case has been released from isolation and symptoms return, individuals do not need to re-enter isolation as long as they have completed the minimum 10-day isolation and had symptom resolution for a minimum of 24 hours.



PREVIOUS CASES: Anyone who has had close contact with someone with COVID-19 and who meets the following criteria does **NOT** need to quarantine.

- Had COVID-19 within the previous 3 months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms (e.g., cough, shortness of breath)

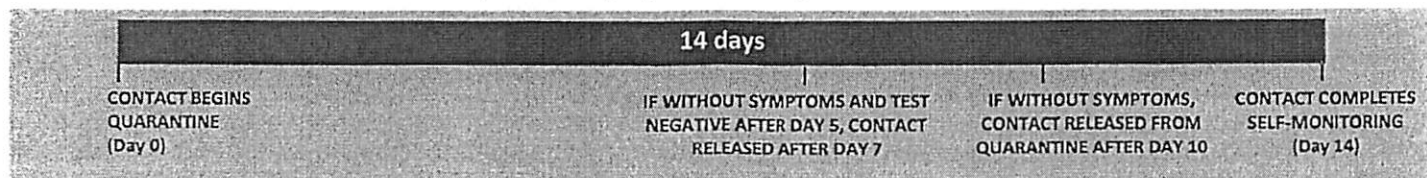
NON-HOUSEHOLD CONTACTS

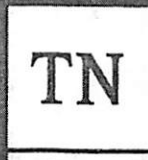
Non-household contacts must be quarantined after exposure* to a case, regardless of whether the case was symptomatic. TDH and CDC recommend a 14-day quarantine. CDC has proposed two alternative (but less effective) options to a 14-day quarantine:

- after Day 10 (returning to regular activities on Day 11) without testing if the contact does not have symptoms.
- after Day 7 (returning to regular activities on Day 8) if the contact does not have symptoms and if they test negative by a PCR or antigen test collected after Day 5. Persons must be responsible for securing verification of a negative test results if using this quarantine release option.

Contacts should continue to self-monitor for symptoms and wear a face mask through Day 14. Mask wearing is especially important through day 14 and should continue beyond your quarantine period.

*Exposure means contact with a case during the time period beginning two days prior to case's symptom onset (or specimen collection date if case never experiences symptoms) through the end of the case's isolation period.





HOUSEHOLD CONTACTS

A household contact is an individual who shares any living spaces with a case. This includes bedrooms, bathrooms, living rooms, kitchens, etc. Household contacts must be quarantined after exposure to a case, regardless of whether the case is symptomatic.

When does quarantine start?

Household contacts must quarantine as long as they are exposed to the case, and for a 7-14 day period beyond their last exposure.

If the contact can separate from the case within the home, then they are considered no longer exposed. Separation must include:

- The case must never be in the same room as household members.
- The case cannot share plates, cups, dishes or phones with household members.
- The case should have their own bathroom. If that isn't possible, the household must conduct daily cleaning.

If the contact cannot separate from the case within the home, the contact must quarantine for the case's (minimum) 10-day isolation period plus an additional 7-14 days.

When does quarantine end?

Once exposure is no longer occurring (either the case has completed their 10-day isolation or the case and contact have separated within the home), then quarantine can end:

- after Day 14, as recommended by TDH and CDC
- after Day 10 (returning to regular activities on Day 11) without testing if the contact does not have symptoms.
- after Day 7 (returning to regular activities on Day 8) if the contact does not have symptoms and if they test negative by a PCR or antigen test after Day 5.

Contacts should continue to self-monitor for symptoms and wear a face mask through Day 14. Mask wearing is especially important through day 14 and should continue beyond the quarantine period.

If a household contact develops symptoms of COVID-19, they become a case. They should begin isolation as a case and consider getting tested.

Notes:

- Household contacts will often need to remain at home longer than the initial case.
- If a case has been released from isolation and symptoms return, household contacts do not need to restart the 10-day period as long as the case has completed the minimum 10-day isolation and had symptom resolution for a minimum of 24 hours.

10 days minimum		14 days		
CASE'S ONSET DATE (Day 0)	CASE COMPLETED MINIMUM ISOLATION	IF WITHOUT SYMPTOMS, AND TEST NEGATIVE AFTER DAY 5, CONTACT RELEASED AFTER DAY 7	IF WITHOUT SYMPTOMS, CONTACT RELEASED FROM QUARANTINE AFTER DAY 10	CONTACT COMPLETES SELF- MONITORING (Day 14)
EXAMPLES				
• A case is without fever and experiencing an improvement in symptoms 2 days after symptom onset and continues to do so for 24 hours. The household contact must quarantine during the case's 10-day isolation period and must remain quarantined through 10 days after the end of the case's isolation (20 days total). The household contact can return to regular activities on Day 21.				
• A case is without symptoms. The household contact must quarantine during the case's 10-day isolation period and must remain quarantined through 10 days after the end of the case's isolation (20 days total). The household contact can return to regular activities on Day 21.				
• A case is without fever and experiencing an improvement in symptoms 12 days after symptom onset and continues to do so for 24 hours (day 13). The household contact must quarantine during the case's 13-day isolation period and must remain quarantined through 10 days after the case's isolation period ends (23 days total). The household contact can return to regular activities on Day 24.				
• A case is able to isolate within the home. The household contact has no close contact with the case since they isolated. The household contact must quarantine through 10 days after last contact with the case. The household contact can return to regular activities Day 11 after last contact with the case.				
• A household contact develops cough and fever during quarantine. They must now begin isolation as a case.				

Anderson County Personnel Policy Amendment

Personal Protective Equipment

Elected officials and department heads shall have discretionary authority to institute protective measures and office policies including the wearing of personal protective equipment (“PPE”) to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective in decreasing health and safety risks to acceptable levels.

PPE is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, airborne pathogens, contact contagions or other workplace hazards or public health emergencies. PPE may include items such as gloves, masks, safety glasses, shoes, earplugs or muffs, hard hats, helmets, respirators, coveralls, vests, body armor, full body suits, reflective vests and clothing, ultraviolet lighting (UV/UVC) or any other item(s) deemed suitable by the elected official or department head needed to help minimize workplace hazards or the spread of harmful disease.

All employees should understand that although PPE is helpful and effective when workplace hazards are present, it does not eliminate the hazard at the source and may result in employees being exposed to the hazard if the equipment fails; therefore, employees should take additional steps to ensure the PPE is fitted correctly, comfortable, in good condition, free from defects, clean and sanitized when need. There is no absolute and failsafe protection that is 100% effective and PPE should not be substituted for sound decision-making, personal hygiene, the frequent washing of hands and used PPE items, refraining from touching your face, and the sanitizing of the workspace.

Notwithstanding any policy to contrary, all employees shall have the ability to voluntarily wear PPE at their discretion when they believe it is necessary to protect the employees’ health, safety and welfare or their fellow co-workers and family members.

Employee Safety is a top priority of Anderson County Government. Safety training and the implementation of safety procedures and equipment are key components to ensuring all employees have the knowledge and tools to perform their job duties in a safe, effective manner. PPE Training and applicable safety sheets, also known as white papers, are located on the Human Resources and Risk Management section of the County web site, <https://www.anderson-county.com/humanresources/>. Onsite training can also be scheduled by contacting the Human Resources and Risk Management Department. The Human Resources Department should be consulted when questions arise about the proper PPE needed for a specific workplace hazard or illness, when PPE training is needed, and interpretation of applicable OSHA laws and regulations.

5. Use of Equipment (Computer, Internet, Phone and Mail) and Social Media Policy, Chair Catherine Denenberg
Applicable policy and policy segments below.

4.11 Use of Equipment

Anderson County Government will provide employees with the equipment and supplies needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of Anderson County—unless it is approved for a job that specifically requires use of County equipment outside the physical facility.

4.12 Use of Computer, Internet, Phone and Mail

Computers and related items and software are County property and are provided for the use of County employees for conducting County business. These items include, but are not limited to, hardware, software, and computer files and documents. Employees do not have personal privacy rights or any reasonable expectation of privacy when it comes to information composed, created, received, downloaded, retrieved, stored, transmitted, viewed or sent using Anderson County Government's electronic communications devices. While the County respects the privacy and security needs for all individuals, authorized County representatives have the right to access and review electronic files, messages, mail, websites accessed, etc. for legitimate business reasons.

The County has the right to monitor any and all of its computers. This includes, but is not limited to:

- Monitoring your Internet usage;
- Reviewing any downloaded or uploaded material;
- Reviewing information technology sent or received by you; and/or
- Monitoring the content of stored files on your computer.

Electronic communications and the internet are for use on job-related activities during work hours. However, it is okay to use email and the Internet for personal (not for profit) use on a very limited basis. Remember, this is a privilege, and any and all communications may be monitored, and if you abuse this privilege, the County may take it away from you. Any use of the County's information technology systems to violate any policy of the County, including but not limited to the Harassment Policy or the Code of Ethics, is also a violation of the policy and will be grounds for discipline up to and including termination.

Prohibited Uses: Inappropriate, illegal, threatening, and/or sexually explicit material is strictly prohibited; this includes, but is not limited to: the creation, receipt, transmission, sending, download, display, viewing, circulation or storage of such material. The email system may not be used to solicit or to conduct personal business ventures.

4.13 Social Media Policy

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the County Equipment Policy. Do not use Anderson County Government email addresses to register on social networks, blogs or other online tools utilized for personal use. Additionally, if you access your social media using Anderson County Government equipment, your account may be subject to monitoring without notice or prior consent.

OCCUPATIONAL THERAPY

Employees Only (Active Part & Full Time)

**Now offering FREE Occupational Therapy,
administered through the Thrive Wellness Center.**

MARCH 2 - JUNE 30, 2021 | TUESDAYS 8:00 AM - NOON

BY APPOINTMENT ONLY

Schedule an appointment through the CareHere App.

Free 30-minute Occupational Focus Massages and Kenetic Taping Available

Employees must be eligible and registered with CareHere.

When scheduling, choose **Appointments > Medical > Job Related > Blake Loy, MT**

Medical Treatments & Benefits:

- Anxiety & depression
- Frozen shoulder & rotator cuff
- Allergies & asthma management
- Insomnia management
- Relieves headaches
- Reduced range of motion
- TMJ Dysfunction management
- Arthritis & Fibromyalgia management
- Scar tissue management
- Swelling management
- Joint support & stability
- Decrease pain & damaged muscles
- Pain management
- And more

SCHEDULE ANYWHERE

877.423.1330 | CareHere.com | CareHere App



Anderson County

2020.21

Wellness Program

End
of
Year
Event

What: Our End of Year Event is set to recognize our participants for their hard work throughout the year. We will have Food Trucks, present our Overall Winners, and hold multiple drawings for prizes!

When: June 16th at noon, weather permitting. Event will last between 60-90 minutes.

* In the event of inclement weather, we will hold the event on June 18th at noon.

Where: Outside, behind the Courthouse. We will have tents and tables set up for the Event.

Participating Employees MUST be present at the Event to be eligible for the Drawings

For More Information, Contact the
Human Resources & Risk Management Dept.
865.264.6300 astone@andersontn.org

**Anderson County Employee Insurance Board of Trustees
Virtual Meeting Minutes**

March 24, 2021

This meeting was held virtually in accordance with orders from Governor Bill Lee that allow local government bodies to conduct business via electronic meetings to help prevent the spread of COVID-19.

Members Present – Mayor Terry Frank, Interim Finance Director Robby Holbrook, Commissioner Rick Meredith, HR Director Kim Jeffers-Whitaker, and Tyler Mayes

Others Present – Lekan Tupper, Randy Walters, Stephanie Strickland, Andrew Stone, Seamus McNally, Nadea Rule, Kari Presley, Jane Price, Melanie Sharp, Janet Sharp, Mandy Lawson

Call to Order

Mayor Frank called the meeting to order at 1 pm.

Roll Call

All members present

Approval of Minutes

The minutes of the March 11, 2021 meeting were approved, as presented, by a roll-call vote.

Items for Action and/or Discussion

1. **MedBen runout contract invoice process** – It was discussed that both HR and Finance should have involvement throughout the process to handle invoices/claims that haven't been paid by MedBen. HR Director Whitaker said her office has received one invoice totaling \$401, that was not paid by MedBen. She said she has been notified by employees of a few more MedBen claims, but no other invoices have been provided thus far. On a motion made by Commissioner Meredith and seconded by Tyler Mayes, the Board of Trustees approved by roll-call vote to approve payment for the \$401 invoice, with review by the Finance team. And, HR was asked to work with the Mayor and Finance to fine-tune the proposed process (see Attachment A) for paying future claims should any be presented before June 30, 2021.
 2. **Wellness Options** – HR Director Whitaker presented a recommendation from CBIZ Consultants for the county to provide a one-time Healthy Snack Box to each county government department (Attachment B). The estimated \$2,500 cost is to be paid with funds provided by BlueCross BlueShield of Tennessee to support wellness initiatives in Anderson County Government. Commissioner Meredith made a motion to approve the proposal, seconded by Robby Holbrook. The motion carried by roll-call vote.
 3. **Legal/ID Shield** – This is an employee supplemental benefit, already offered to employees within Anderson County Schools. The County will be allowed to "piggy-back" off the Schools' agreement; the benefit is paid by employees to elect to purchase it. The benefit was approved on a motion made by Tyler Mayes and seconded by HR Director Whitaker. The motion carried by roll-call vote. (Attachment C)
 4. **CareHere Presentation** – The CareHere team presented information that could supplement the Medical Massage Therapy Services already implemented through the
-

employee health clinic on Tuesday mornings. The massage therapy service is seeing an 87.8-percent utilization rate, according to CareHere. CareHere is recommending the county also consider providing Physical Therapy and Chiropractic services. Board of Trustees members agreed they like the focus on employee wellness maintenance and asked CareHere to provide additional information.

5. **Proposed Policy for Fund 263 Reserve** – The proposed policy was approved, by roll-call vote, on a motion made by Tyler Mayes and seconded by Robby Holbrook. (Attachment D)
6. Randy Walters gave a brief overview of Fund 263 and its financial history over the last seven fiscal years. (Attachments E-F)

New Business – none

Old Business – none

Next Meeting – to be determined

Adjourn

There being no further business the meeting was adjourned at 1:47 pm.

proposed
process

A

1. EE submits invoice to HR
 - EE to sign HIPAA Waiver allowing HR and CBIZ HIPAA Officers to verify charges
 - HR to verify non-payment of invoice by MedBen
2. Processing based on amount
 - \$500 and below HR facilitates process 1
 - Upon verification, HR processes payment of verified charge
 - HR discretion to request Board meeting for secondary review.
 - \$501-1,000 HR facilitates payment of verified charge, including tasks below
 - ☐ Request itemized invoice from provider/facility
 - ☐ Determine if claim is an accepted event with qualified date of service
 - ☐ Determine if the claim was filed within timely filing guidelines, 12 months from date of service.
 - ☐ Review accuracy of diagnosis coding
 - ☐ Confirm jurisdiction of invoice
 - ☐ Conduct negotiation of charges with Consultant TeamHR discretion to request Board meeting for secondary review.
 - \$1,001 and above HR facilitates process 1 and the below tasks prior to requesting Board meeting for approval of claim.
 - ☐ Request itemized invoice from provider/facility
 - ☐ Determine if claim is an accepted event with qualified date of service
 - ☐ Determine if the claim was filed within timely filing guidelines, 12 months from date of service.
 - ☐ Review accuracy of diagnosis coding
 - ☐ Confirm jurisdiction of invoice
 - ☐ Conduct negotiation of charges with Consultant Team
3. Approved payment for claims
 - HR to:
 - ☐ Forward invoicing for payment to Finance Department
 - Verification of PHI/PII Protection
4. Denial of payment for claims
 - HR to:
 - ☐ Confirm processing denial procedure with Consulting Team
 - ☐ In agreeance, member would be notified of denial, to include denial reason
 - ☐ Letter to include member's ability to file appeal with Board

Wellness Option

A wellness item discussed with the CBIZ Team wellness representative that has been received well Healthy Snack Basket Program. This would be a one-time delivery of a healthy snack basket to each department. I am including a company's link for your review:

https://fruitguys.com/office-delivery/?utm_source=bm23&utm_medium=email&utm_term=Safely+Support+Your+Office+Team&utm_content=Work-life+has+changed+and+we%E2%80%99re+here+to+help.&utm_campaign=Lead+Warmup+2.23.21&bta_tid=2443029317547642438576744198273482 .

Based upon current department employment numbers, the estimated cost for a County-wide departmental Healthy Snack Program is \$2,500.

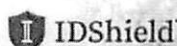
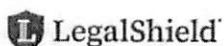
C

Legal Shield Details:

CBIZ verified with vendor County will be allowed to piggy-back off of the School's agreement and would also allow the county to be grandfathered in for better premiums for the employees.

If approved:

- This would be a supplemental benefit – meaning the employee elects to purchase at their own cost.
- Due to timing of Open Enrollment, this would require an additional information rollout/enrollment to occur in May with a 7/1 effective date.



Have You Ever

- ☐ Needed your Will prepared or updated?
- ☐ Signed a contract?
- ☐ Received a moving traffic violation?

- ☐ Worried about being a victim of identity theft?
- ☐ Been concerned about your child's identity?
- ☐ Had social media accounts? (Facebook, Instagram, Twitter, LinkedIn, Youtube)

The LegalShield Membership Includes:

- Dedicated Law Firm** Direct access, no call center
- Legal Advice/Consultation** On unlimited personal issues
- Letters/Calls** Made on your behalf
- Contracts/Documents Reviewed** Up to 15 pages
- Residential Loan Document Assistance** For the purchase of your primary residence
- Will Preparation** - Living Will, Health Care Power of Attorney, Financial Power of Attorney
- Speeding Ticket Assistance** Upload your speeding ticket from the mobile app directly to law firm (15 day waiting period)
- IRS Audit Assistance** (Begins with the tax return due April 15th of the year you enroll)
- Trial Defense** (If named defendant/respondent in a covered civil action suit)
- Uncontested Divorce, Separation, Adoption and/or Name Change Representation** (Available 90 days after enrollment)
- 25% Preferred Member Discount** (Bankruptcy, criminal charges, DUI, personal injury, etc.)
- 24/7 Emergency Access** For covered situations

The IDShield Membership Includes:

- Credit Monitoring** Continuous credit monitoring through TransUnion
- Online Privacy Management** IDShield provides consultation and guidance on ways participants can protect their privacy and personally identifiable information across the internet and on their smart devices.
- NEW! Reputation Management & Score** Scans social media accounts for existing content that could be damaging to participants' online reputation. Ranks your online reputation risk by giving you a score based off the content found on your social media accounts.
- Financial Account Monitoring** Accounts monitored include checking, savings, employer 401k accounts, loans and more.
- \$1 Million Protection Policy** Coverage for lost wages, legal defense fees, stolen funds and more
- Unlimited Service Guarantee** Ensures that we won't give up until your identity is restored!
- Identity Restoration** Performed by Licensed Private Investigators to restore your identity to its pre-theft status.
- 24/7 Emergency Access** In the event of an identity theft emergency



Put your law firm and identity theft protection in the palm of your hand with the LegalShield & IDShield mobile apps

Plan	Family Price	Individual Price
LegalShield	\$9.48	\$9.48
IDShield	\$9.98	\$4.98
Combined	\$17.38	\$14.45

Prepared for: Anderson County School Board 2020 - 24 Pay Periods

For more
information, contact
your Independent
Associate:

Lynda N. Blankenship
lynda@premiersolutionsintl.com
865-850-8697

LegalShield legal plans cover the member; member's spouse; never married dependent children under 26 living at home; dependent children under the age 18 for whom the member is the legal guardian; never married dependent children up to age 26 if a full-time college student; or physically or mentally disabled dependent children. IDShield is a product of Pre-Paid Legal Services, Inc. d/b/a LegalShield ("LegalShield"). LegalShield provides access to identity theft protection and restoration services. For complete terms, coverage and conditions, please see www.idshield.com. All Licensed Private Investigators are licensed in the state of Oklahoma. A \$1 million insurance policy is issued through a nationally recognized carrier. LegalShield/IDShield is not an insurance carrier. Certain limitations apply. IDShield is a product of Pre-Paid Legal Services, Inc. d/b/a LegalShield ("LegalShield"). LegalShield provides access to identity theft protection and restoration services. IDShield plans are available at individual or family rates. For complete terms, coverage and conditions, please see an identity theft plan. All Licensed Private Investigators are licensed in the state of Oklahoma. An Identity Fraud Reimbursement Policy ("Policy") is issued through a nationally recognized carrier. LegalShield/IDShield is not an insurance carrier. This covers certain identity fraud expense reimbursement and legal costs as a result of a covered identity fraud. The amount of coverage is dependent on the type of identity theft plan. See a Policy for complete terms, coverage, conditions and limitations related to family members who are eligible for coverage under the Policy. For a summary description of benefits for the Policy coverage see <https://idshield.cloud/summary-of-benefits>. We do not monitor all transactions at all businesses and the monitoring network is limited only to institutions participating in the financial monitoring feature.

Proposed policy

D

Section 8.5.3 Minimum Level of Fund Balance – Fund 263 Employee Health Benefits:

The Employee Health Benefits Fund (Fund 263) shall maintain a minimum fund balance of at least \$500,000. The Finance Department shall monitor the fund balance on a monthly basis. If the fund balance falls below the minimum amount, the Finance Director shall develop a recommended plan to restore the fund balance and shall notify the Board of Commissioners within at least 60 days of the Finance Department determining the actual amount is below the target minimum amount.

E

Anderson County, Tennessee
Combining Statement of Net Position
Self-Insurance Fund

	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
ASSETS							
Current Assets:							
Cash	\$ 1,260,945	\$ 1,312,967	\$ 509,941	\$ 135,798	\$ 161,701	\$ 12,576	\$ 259,041
Equity in Pooled Cash and Investments	0	0	0	0	0	0	0
Investments	19,714	19,407	18,982	18,733	18,637	18,598	18,582
Accounts Receivable	0	0	68,035	81,065	111,363	15,550	30,627
Due from Other Funds	0	0	538	157,262	0	423,448	380,623
Prepaid Item	0	14,513	0	14,343	0	0	0
Total Current Assets	\$ 1,280,659	\$ 1,346,887	\$ 597,496	\$ 407,201	\$ 291,701	\$ 470,172	\$ 688,873
Noncurrent Assets:							
Capital Assets:							
Assets Net of Accumulated Depreciation:							
Buildings and Improvements	\$ 41,031	\$ 43,650	\$ 46,269	\$ 48,888	\$ 51,507	\$ 0	\$ 0
Total Noncurrent Assets	\$ 41,031	\$ 43,650	\$ 46,269	\$ 48,888	\$ 51,507	\$ 0	\$ 0
Total Assets	\$ 1,321,690	\$ 1,390,537	\$ 643,765	\$ 456,089	\$ 343,208	\$ 470,172	\$ 688,873
LIABILITIES							
Current Liabilities:							
Accounts Payable	\$ 1,691	\$ 54,224	\$ 69,463	\$ 38,120	\$ 100,246	\$ 89,811	\$ 0
Accrued Payroll	0	0	0	0	0	0	0
Payroll Deductions Payable	0	0	0	0	0	0	0
Other Current Liabilities	549,475	209,576	204,118	164,044	340,348	167,488	226,210
Total Liabilities	\$ 551,166	\$ 263,800	\$ 273,581	\$ 202,164	\$ 440,594	\$ 257,299	\$ 226,210
NET POSITION							
Unrestricted	\$ 729,493	\$ 1,083,087	\$ 323,915	\$ 205,037	\$ (148,893)	\$ 212,873	\$ 462,663
Net Investment in Capital Assets	41,031	43,650	46,269	48,888	51,507	0	0
Total Net Position	\$ 770,524	\$ 1,126,737	\$ 370,184	\$ 253,925	\$ (97,386)	\$ 212,873	\$ 462,663
Change to Previous Year	-32%	204%	46%	361%	-146%	-54%	
Unrestricted Net Position to Operating Expenses	17%	29%	7%	5%	-4%	5%	
Months of Operating Expenses in Unrestricted Res.	2.0	3.5	0.9	0.6	(0.4)	0.6	

F

Anderson County, Tennessee
Combining Statement of Revenues, Expenses, and Changes in Net Position
Employee Health Insurance Fund
For the Year Ended

	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
Operating Revenues							
Charges for Services	\$ 4,342,565	\$ 4,457,894	\$ 4,321,744	\$ 4,113,312	\$ 3,600,511	\$ 3,721,517	\$ 3,893,821
Licenses and Permits	0	0	0	0	0	0	0
Total Operating Revenues	\$ 4,342,565	\$ 4,457,894	\$ 4,321,744	\$ 4,113,312	\$ 3,600,511	\$ 3,721,517	\$ 3,893,821
Change to Previous Year	-3%	3%	5%	14%	-3%	-4%	
Operating Expenses							
Medical and Dental Services	\$ 3,629,365	\$ 2,961,625	\$ 3,733,798	\$ 3,351,703	\$ 3,293,925	\$ 3,027,551	\$ 2,733,271
Communication	1,692	1,707	1,666	1,645	930	0	0
Other Contracted Services	354,253	293,872	324,040	322,640	302,741	184,219	172,500
Excess Risk Insurance	429,728	440,656	460,253	471,795	530,493	875,152	841,004
Other Charges	1,653	1,442	1,331	1,255	1,277	1,646	38
Handling Charges and Administrative Costs	0	0	0	49,058	58,607	72,007	0
Maintenance and Repair Services - Buildings	0	0	0	0	1,815	0	0
Data Processing Supplies	0	0	0	0	8,114	0	0
Supplies and Materials	0	0	0	39	3,681	0	0
Depreciation	2,619	2,619	2,619	2,619	873	0	0
Total Operating Expenses	\$ 4,419,310	\$ 3,701,921	\$ 4,523,707	\$ 4,200,754	\$ 4,202,456	\$ 4,160,575	\$ 3,746,813
Change to Previous Year	19%	-18%	8%	0%	1%	11%	
Operating Income (Loss)	\$ (76,745)	\$ 755,973	\$ (201,963)	\$ (87,442)	\$ (601,945)	\$ (439,058)	\$ 147,008
Nonoperating Revenues (Expenses)							
Investment Income	\$ 532	\$ 580	\$ 312	\$ 136	\$ 93	\$ 345	\$ 308
Total Nonoperating Revenues (Expenses)	\$ 532	\$ 580	\$ 312	\$ 136	\$ 93	\$ 345	\$ 308
Income (Loss) Before Operating Transfers	\$ (76,213)	\$ 756,553	\$ (201,651)	\$ (87,306)	\$ (601,852)	\$ (438,713)	\$ 147,316
Transfers In (Out)	(280,000)	0	317,910	438,617	291,593	188,923	260,140
Change in Net Position	\$ (356,213)	\$ 756,553	\$ 116,259	\$ 351,311	\$ (310,259)	\$ (249,790)	\$ 407,456
Net Position, beginning of fiscal year	1,126,737	370,184	253,925	(97,386)	212,873	462,663	55,207
Net Position, end of fiscal year	\$ 770,524	\$ 1,126,737	\$ 370,184	\$ 253,925	\$ (97,386)	\$ 212,873	\$ 462,663



Board of Directors Meeting-April 6, 2021

Location: Clinton Community Center

Call to Order: Meeting was called to order by Maria Hooks, Chairperson

Members Present: Maria Hooks, Tim Isbel, Amanda Bridges, Brent Galloway, Katy Watt, Michael Foster, Jason Brown, Jim Folck, Beth Hickman, Cathy Taylor, Lisa Shirey and Stephanie Wells

Members Absent: Rick Meredith, James Peacock, Veronica Greer, Terry Frank, Art Miller, Robert McKamey and Omer Cox

Guest Present: Larry Beeman and Michael Carberry

Approval of Minutes: A motion was made by Katy Watt and seconded by Michael Foster to approve the January 5, 2021 meeting minutes. Motion passed.

Financial Report: A motion was made by Katy Watt and seconded by Michael Foster to approve the FY 2021 Second Quarter Financial Reports. Motion passed. Reports attached.

Old Business/New Business-No Actions Taken

Executive's Report, given by Stephanie Wells

- Wells presented the Quarterly Website Visitation and Social Media Report (January to March 2021). The AdventureAnderson.com website had 22,140 visitors that visited 68,218 pages, which is 3.17 pages per session. The Adventure Anderson Facebook page has 17,888 total followers, 24,229 engaged users and it reached 82,674 people organically and 628,851 people through paid advertisements. The Move to Anderson County Facebook page had 1,077 followers, 173 engaged users and reached 1,687 organically. See the attached report for more information.
- The Tourism Council launched a new website at www.adventureanderson.com. There is a section on the home page that allows the visitor to customize a list of attractions based on their interest. More interactive components will be added in the coming months.
- The Tourism Council also launched an aggressive advertising campaign to combat the loss of revenue due to Covid. The campaign includes pay-per-click advertisements, You-Tube pre-roll advertisements and Facebook and Instagram video advertisements. The campaign also includes three new components that the Tourism Council hasn't done been, which are Spotify radio advertisements, over-the-top television advertisements and geo-fencing. All of the video advertisements can be seen on the council's YouTube channel.
- Through the Move to Anderson County Program, the council sent information to 1,314 leads between January and March 2021.

Adjourn: A motion was made by Michael Foster to adjourn the meeting.

Respectfully Submitted By: Stephanie Wells, Secretary/Executive Director

Anderson County Tourism Council

FY 2021 Revenues

Month	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Difference FY19-20
July	\$35,390.14	\$39,494.85	\$45,466.42	\$44,642.72	\$32,206.59	-\$12,436.13
August	\$22,676.52	\$32,515.54	\$30,214.80	\$33,517.36	\$27,151.40	-\$6,365.96
September	\$42,691.73	\$36,006.04	\$36,829.91	\$32,538.64	\$30,404.33	-\$2,134.31
October	\$41,615.89	\$35,373.27	\$35,463.77	\$39,950.65	\$35,054.20	-\$4,896.45
November	\$28,667.20	\$29,138.49	\$30,641.21	\$29,271.91	\$26,576.11	-\$2,695.80
December	\$19,872.15	\$23,969.51	\$22,075.39	\$25,460.57	\$22,471.76	-\$2,988.81
January	\$18,731.45	\$24,192.95	\$20,274.72	\$18,603.39	\$30,964.83	\$12,361.44
February	\$21,020.38	\$22,188.81	\$21,884.48	\$26,901.92		
March	\$29,367.17	\$32,488.11	\$20,104.57	\$24,229.62		
April	\$31,626.24	\$34,255.78	\$56,253.16	\$7,970.73		
May	\$31,210.49	\$37,887.18	\$39,179.70	\$26,298.62		
June	\$41,512.55	\$37,337.92	\$37,483.72	\$34,494.12		
Misc						
Total	\$364,381.91	\$384,848.45	\$395,871.85	\$343,880.25	\$204,829.22	-\$19,156.02
Percentage of Change	2.81%	5.62%	2.78%	-15.12%	-20.70%	

Anderson County Tourism Council
FY 2021 Financial Report-as of 3/31/2021

Revenues

Account Number	Description	Budget	Actual Revenues	Balance	% of Budget
128-40220	Hotel Motel Tax	385,000.00	124,816.52	260,183.48	32.42%
128-34535	Transfers from Fund Balance	37,000.00	37,000.00	0.00	
128-46980	State Grants-FY 2020	30,000.00	16,445.04	13,554.96	54.82%
128-46980	State Grant-FY 2021	20,000.00		20,000.00	
128-47302	State Grant-Covid #2	0.00	864.67		
128-47305	TN Cares Act Funds	52,608.00	52,608.00	0.00	
128-47305	TN Cares Act Funds-NATS	30,000.00	30,000.00	0.00	
128-44170	Funds from Oak Ridge	14,000.00	14,000.00	0.00	
Total Revenues		568,608.00	275,734.23	273,738.44	48.49%

Fund Balance

Account Number	Description	Beginning Balance	Transfer to Operational	Balance
128-34535	Fund Balance	391,274.84	139,875.28	251,399.56
128-34785	Capital Projects	100,000.00		100,000.00

Expenses

Account Number	Description	Budget	Actual	Balance	% of
128-58110 105	Director	57,625.00	40,249.39	17,375.61	69.85%
128-58110 162	Clerical	82,874.00	36,587.85	46,286.15	44.15%
128-58110 201	Social Security	8,667.00	4,553.94	4,113.06	52.54%
128-58110 204	State Retirement	4,835.00	3,603.43	1,231.57	74.53%
128-58110 206	Life Insurance	156.00	117.00	39.00	75.00%
128-58110 207	Medical Insurance	15,528.00	11,790.00	3,738.00	75.93%
128-58110 208	Dental Insurance	550.00	428.58	121.42	77.92%
128-58110 209	Short Term Disability	438.00	328.23	109.77	74.94%
128-58110 210	Unemployment Comp	168.00	72.33	95.67	43.05%
128-58110 212	Employer Medicare	2,027.00	1,064.92	962.08	52.54%
128-58110 302	Advertising	97,000.00	87,776.40	9,223.60	90.49%
128-58110 302 2000	Advertising-State Grant	100,000.00	74,250.00	25,750.00	74.25%
128-58110 302 4000	Advertising-Move to Anderson	10,000.00	4,500.00	5,500.00	45.00%
128-58110 307	Communication	500.00	0.00	500.00	0.00%
128-58110 307 0100	Cellular Communications	1,600.00	612.08	987.92	38.26%
128-58110 307 0200	Internet Communication	2,500.00	1,996.65	503.35	79.87%
128-58110 316	Anderson County Chamber	38,500.00	23,693.01	14,806.99	61.54%
128-58110 320	Dues and Memberships	4,000.00	1,850.00	2,150.00	46.25%
128-58110 335	Maint and Repair-Building	4,000.00	1,183.35	2,816.65	29.58%
128-58110 338	Vehicle-Repair and Maint.	500.00	0.00	500.00	0.00%
128-58110 348	Postal Charges	2,000.00	1,088.10	911.90	54.41%
128-58110 348 4000	Postal Charges-Move to Anderson	2,000.00	143.01	1,856.99	7.15%
128-58110 349	Printing and Stationary	1,000.00	500.00	500.00	50.00%
128-58110 349 4000	Printing-Move to Anderson County	1,000.00	0.00	1,000.00	0.00%
128-58110 351	Rentals-Copier	1,560.00	1,560.00	0.00	100.00%
128-58110 355	Travel	6,000.00	0.00	6,000.00	0.00%
128-58110 355 4000	Travel-Move to Anderson	2,000.00	0.00	2,000.00	0.00%
128-58110 399	Other Contracted Services	3,000.00	2,400.00	600.00	80.00%
128-58110 425	Gasoline	2,500.00	523.50	1,976.50	20.94%
128-58110 435	Office Supplies	2,000.00	2,000.00	0.00	100.00%
128-58110 451	Uniforms	500	0.00	500.00	0.00%
128-58110 452	Utilities	4,000.00	2,577.92	1,422.08	64.45%
128-58110 499	Other Supplies	1,000.00	996.26	3.74	99.63%
128-58110 502	Bldg and Content Insurance	750.00	750.00	0.00	100.00%
128-58110 506	Liability Insurance	911.00	911.00	0.00	100.00%
128-58110 510	Trustee Commission	3,850.00	2,346.57	1,503.43	60.95%
128-58110 513	Worker's Compensation	259.00	259.00	0.00	100.00%
128-58110 524	Staff Development	2,000.00	30.00	1,970.00	1.50%
128-58110 599	Other	943.00	500.00	443.00	53.02%
128-58110 709	Data Processing Equipment	1,000.00	0.00	1,000.00	0.00%
128-58110 799 SDAG	Cares Project-NATS Project	30,000.00	19,999.00	10,001.00	66.66%
Total Expenses		499,741.00	331,241.52	168,499.48	66%

**Anderson County Tourism Council
FY 2021 Advertising Budget**

Advertising Projects	Budget	Actual	Difference
Billboards on I 75 and Billboard Change	\$10,000.00	\$6,000.00	\$4,000.00
Rack Cards and Vacation Guides	\$5,000.00	\$2,500.00	\$2,500.00
Facebook Advertisements	\$6,000.00	\$6,000.00	\$0.00
E-newsletters	\$4,000.00	\$4,200.00	(\$200.00)
Distribute Brochures	\$1,900.00	\$1,900.00	\$0.00
Domain and Hosting	\$1,500.00	\$1,000.00	\$500.00
Partnership with Clinton to Promote Events	\$500.00	\$500.00	\$0.00
Partnership with AC Chamber to Promote Events	\$1,500.00	\$0.00	\$1,500.00
Stock Photography	\$200.00	\$200.00	\$0.00
Print Advertising and Misc. Ads	\$5,000.00	\$2,756.00	\$2,244.00
Advertisement in NLMA Brochure	\$1,000.00	\$1,000.00	\$0.00
Fishing Tournament with Morristown Marine	\$4,000.00	\$4,000.00	\$0.00
Bonfire-Park Reservation System-one time payment		\$3,800.00	-\$3,800.00
Trade Shows			
American Bus Association	\$1,500.00	\$0.00	\$1,500.00
Cincinnati Boat Show	\$1,000.00	\$1,000.00	\$0.00
Indianapolis Boat Show	\$900.00	\$900.00	\$0.00
Trade Show Booth Materials and Rentals	\$1,000.00	\$1,000.00	\$0.00
Promotional Items for Trade Shows	\$1,000.00	\$0.00	\$1,000.00
Digital Marketing			
Website Management, SEO, PPC and Digital Ads	\$38,000.00	\$38,000.00	\$0.00
Spotify	\$13,000.00	\$13,000.00	\$0.00
State Grant			
TDTD Marketing Grant Project FY 2020	\$60,000.00	\$60,000.00	\$0.00
TDTD Marketing Grant Project FY 2021-Website	\$14,250.00	\$14,250.00	\$0.00
TDTD Marketing Grant Project FY 2021-Digital Ads	\$25,750.00	\$25,750.00	\$0.00
Total Budget	\$197,000.00	\$187,756.00	\$9,244.00
Move to Anderson County Project Description	Budget	Actual	Difference
Partnership for Ideal Living Shows	\$2,000.00	\$2,000.00	\$0.00
Partnership with TDTD for Advertising	\$1,000.00	\$1,000.00	\$0.00
Additional Advertising and Website	\$7,000.00	\$1,500.00	\$5,500.00
Total Budget	\$10,000.00	\$4,500.00	\$5,500.00

NATS Brochure	\$10,000.00
NATS Signage	\$20,000.00



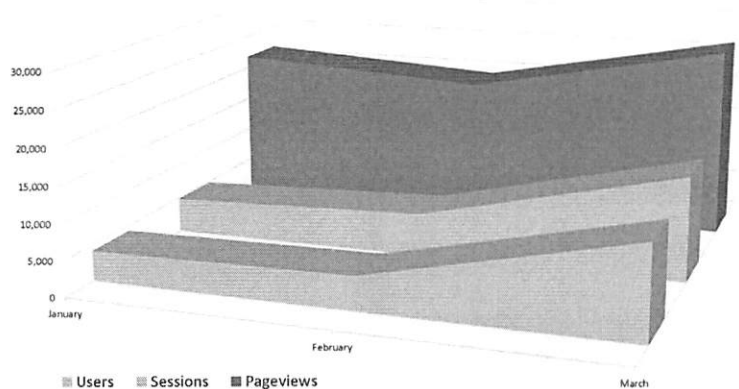
2021 Quarterly Website and Social Media Report As of March 31, 2021

Visitation to AdventureAnderson.com

Users..... 22,140
Sessions 25,633
Page Views..... 68,218
Pages per Sessions 3.17

2019 YTD Visitation 27,134
23% Decrease

AdventureAnderson.com Visitation



Top 10 States

Tennessee 5,995
Georgia..... 2,913
Ohio..... 1,495
North Carolina..... 1,425
Indiana 1,331
Kentucky..... 1,134
Alabama 801
Illinois 766
Florida 551
South Carolina..... 471

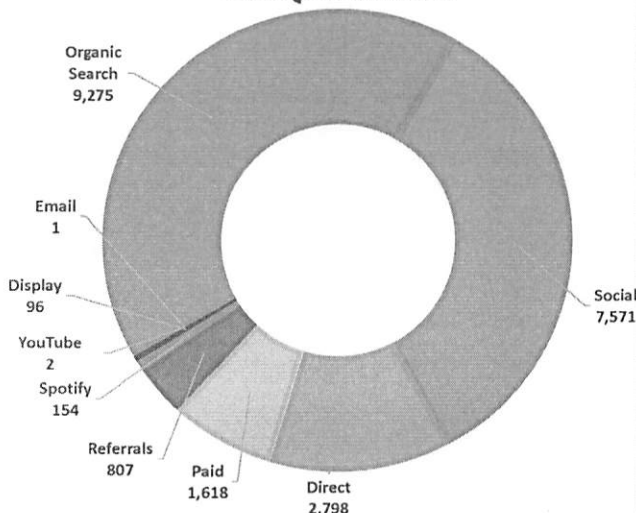
Top 10 Metro Areas

Knoxville 2,913
Atlanta..... 2,637
Nashville 2,285
Indianapolis..... 986
Cincinnati..... 858
Charlotte, NC..... 843
Chicago 664
Asheville 608
Lexington..... 489
Birmingham..... 422

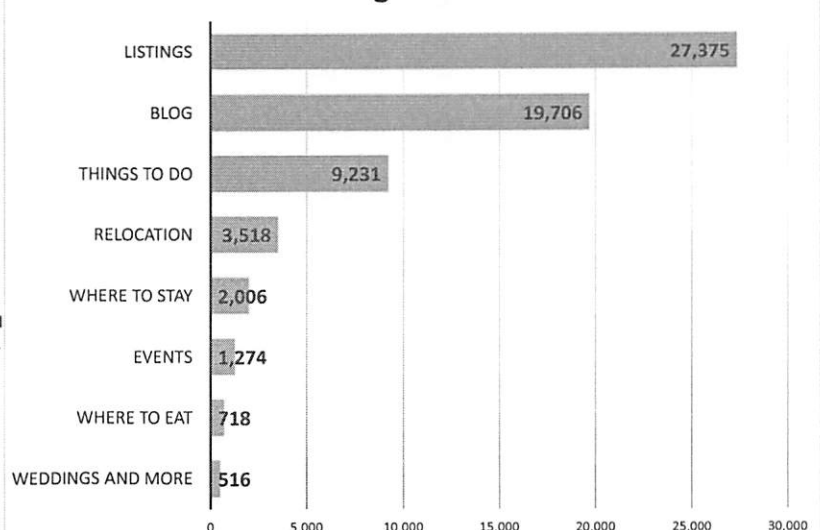
Top 10 pages

Home Page..... 3,502
Windrock Campground 2,390
Relocation..... 1,744
Windrock Park 1,589
Things to Do..... 1,405
Cabins/Condos..... 1,182
Guide to Fishing Blog..... 1,155
Where to Stay..... 1,037
Windrock Park 1,030
Rocky Top Blog 933

ACQUISITION



Pageviews



Facebook

AdventureAnderson

17,888 YTD Likes

Month	Engaged Users	Organic Page Reach	Paid Page Reach
January	2,432	30,533	12,640
February	2,530	16,248	33,078
March	19,267	35,893	583,133

MovetoAndersonCounty

1,077 YTD Likes

Month	Engaged Users	Organic Page Reach	Paid Page Reach
January	66	611	0
February	58	674	0
March	49	402	0

Anderson County Board of Commissioners

Financial Management Committee Minutes

April 12, 2021

3:30 PM, Room 312 & Virtual #564-981-261

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

Members Absent: Rick Meredith

Meeting Facilitator: Phil Yager (Committee Chair)

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

- I. 1981 Financial Management Act T.C.A. 5-21-121, prohibits direct and indirect financial interests in supplies, materials, equipment and contractual services furnished to the county.

Interim Finance Director Robby Holbrook presented a request for development of an Employee Disclosure form, to be distributed via NEOGOV, for all current employees, and upon hiring of new employees, that will demonstrate compliance with the law. The Interim Finance Director will work with the Law Director to develop and distribute the form.

Motion by Tim Isbel, seconded by Gary Long, to approve the request.
Motion Passed unanimously via rollcall vote.

- II. Audit Committee Meeting Minutes from February 9th.

Interim Finance Director Robby Holbrook presented, for informational purposes, the minutes from the February 9 Audit Committee.

No action taken.

- III. Finance Department Update

Interim Finance Director Robby Holbrook presented, for informational purposes, the following areas of focus (projects) within the Finance Department:

- Upcoming Payroll System conversion
- Ongoing random IRS Audit of BOE for 2018

No action taken.

IV. 263 Fund Balance Policy

Interim Finance Director Robby Holbrook presented, for approval, the Fund 263 minimum fund balance policy as passed the Board of Trustees.

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 unanimously via rollcall vote.

V. ESG Project Update

Interim Finance Director Robby Holbrook presented, for informational purposes, a project completion estimate of ninety-six percent (96%), and a preliminary estimated savings to date of \$68,000.00.

No action taken.

VI. American Rescue Plan Act & Local Government Recovery & Rebuilding Direct Appropriation Grant

Interim Finance Director Robby Holbrook presented, for informational purposes, updates on both grants.

No action taken.

VII. Anderson County Grants Discussion

Mayor Terry Frank presented, for discussion, opportunities and ideas for reorganizing Grants roles and responsibilities with focus on the addition of grant seeking, application writing, and management.

No action taken.

VIII. Old Business

None.

IX. New Business

None.

X. Meeting Adjourned.

Anderson County Board of Commissioners
Financial Management Committee
Meeting Agenda

April 12, 2021

3:30 PM, Room 312 & Virtual # 564-981-261

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. 1981 Financial Management Act T.C.A. 5-21-12, prohibits direct and indirect financial interests in supplies, materials, equipment and contractual services furnished to the county.
- II. Audit Committee Meeting Minutes from February 9th
- III. Finance Department Update
- IV. 263 Fund Balance Policy
- V. ESG Project Update
- VI. American Rescue Plan Act & Local Government Recovery & Rebuilding Direct Appropriation Grant
- VII. Anderson County Grants Discussion
- VIII. Old Business
- IX. New Business
- X. Adjourn

Robby Holbrook

Subject: GoToMeeting Invitation - Finance Meeting

Start: Mon 4/12/2021 3:30 PM
End: Mon 4/12/2021 4:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: IT Director Brian Young
Required Attendees: Tammy Catron; aprewitt@acs.ac; Annette Prewitt; Robby Holbrook

Finance Meeting
Mon, Apr 12, 2021 3:30 PM - 4:30 PM (EDT)

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

<https://global.gotomeeting.com/join/564981261>

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

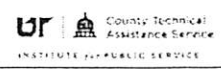
United States: +1 (224) 501-3412
- One-touch: <tel:+12245013412,,564981261#>

Access Code: 564-981-261

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/564981261>

1981 FINANCIAL MANAGEMENT ACT T.C.A. § 5-21-121

- Applies only in counties that have adopted the CFMS of 1981
- Applies to finance director, purchasing agent, financial mgmt. committee, CLB members, and all other county officials and employees
- Prohibits direct and indirect financial interests in supplies, materials, equipment, and contractual services furnished to the county (*amended in 2012 to include contractual services*)
- Penalty for violation: Class C misdemeanor, removal from office or position



I

Anderson County Board of Commissioners

**Audit Committee
Minutes**

**February 9, 2021
4:00 p.m. Room 118A
and Virtual**

- Members Present:** Commissioners: Chuck Fritts, Joshua Anderson, Theresa Scott, Catherine Denenberg, and Bob Smallridge; and City of Clinton Finance Director Gail Cook.
- Members Absent:** Commissioner Steve Mead –Committee Chair
- Others Present:** Mayor Terry Frank; State Audit Team: Amy Sossville, Doug Sandridge, and Andrew Way; Interim Finance Director Robby Holbrook, and Randy Walters.
- Call to Order:** The meeting was called to order by Interim Finance Director Robby Holbrook.

Motion by Commission Scott, seconded by Commissioner Denenberg, to elect Commissioner Anderson as new Committee Chair. Motion passed unanimously via roll call vote.

2020 Fiscal Year Audit Finding 2020-001

Interim Finance Director Robby Holbrook explained that this finding is currently being investigated, and that it cannot be discussed until the investigation is completed.

At the request of Mayor Terry Frank, Interim Finance Director Holbrook asked that Fiscal Year Audit Finding 2020-003 be moved up on the agenda.

2020 Fiscal Year Audit Finding 2020-003

Mayor Frank outlined the circumstances and outcome related to this finding. State Auditor Amy Sossville indicated that no further action was required on the part of the State Audit Team, if the Office of Criminal Justice Programs (OCJP) was satisfied as to closing OCJP's findings. All OCJP findings were addressed, and OCJP accepted the corrective action plan. The Office of Criminal Justice Programs has subsequently accepted the County's request to terminate the subject grant contract as a "Termination for Convenience".

2020 Fiscal Year Audit Finding 2020-002

Interim Director Holbrook and State Auditor Doug Sandridge described the details and corrective action plan related to this finding.

Motion made by Commissioner Smallridge, seconded by Commissioner Denenberg, accept the Audit Report and the corrective action plans for 2020 Fiscal Year Audit Finding's 2020-002 and 2020-003. Motion passed unanimously via roll call vote.

II

Section 8.5.3 Minimum Level of Fund Balance – Fund 263 Employee Health Benefits:

The Employee Health Benefits Fund (Fund 263) shall maintain a minimum fund balance of at least \$500,000. The Finance Department shall monitor the fund balance on a monthly basis. If the fund balance falls below the minimum amount, the Finance Director shall develop a recommended plan to restore the fund balance and shall notify the Board of Commissioners within at least 60 days of the Finance Department determining the actual amount is below the target minimum amount.

CONTINUATION SHEET

Based on AIA DOCUMENT G703

Page 2 (4)

Based on AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

VALUATION NUMBER: 13

APPLICATION DATE: 03/30/2021

PERIOD TO: 03/31/2021

ESG JOB NUMBER: CPTRI00526

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE 0%
1-1	Courthouse Lighting	156,949.85	156,949.85	0.00	0.00	156,949.85	100.00	0.00	
1-2	Courthouse Controls	321,560.85	302,267.20	6,431.22	0.00	308,698.42	96.00	12,862.43	
1-3	Courthouse HVAC	975,780.45	966,022.65	0.00	0.00	966,022.65	99.00	9,757.80	
1-4	Courthouse Water	6,874.74	6,874.74	0.00	0.00	6,874.74	100.00	0.00	
1-5	Courthouse Weatherization	12,945.34	12,945.34	0.00	0.00	12,945.34	100.00	0.00	
1-6	Courthouse Reno (Windows, Ceilings, etc.)	102,424.92	102,424.92	0.00	0.00	102,424.92	100.00	0.00	
1-7	Courthouse Cameras	118,398.21	118,398.21	0.00	0.00	118,398.21	100.00	0.00	
2-1	Detention Facility Lighting	193,174.71	193,174.71	0.00	0.00	193,174.71	100.00	0.00	
2-2	Detention Facility Controls	274,081.80	219,265.44	32,889.82	0.00	252,155.26	92.00	21,926.54	
2-3	Detention Facility HVAC	83,568.55	75,211.70	6,685.48	0.00	81,897.18	98.00	1,671.37	
2-4	Detention Facility Water	548,823.30	548,823.30	0.00	0.00	548,823.30	100.00	0.00	
2-5	Detention Facility Weatherization	11,689.11	11,689.11	0.00	0.00	11,689.11	100.00	0.00	



CONTINUATION SHEET

Based on AIA DOCUMENT G703

Page 3 (4)

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE 0%
2-6	Detention Facility Cameras	600,478.96	408,325.69	42,033.53	0.00	450,359.22	75.00	150,119.74	
2-7	Detention Facility Kitchen	127,533.03	127,533.03	0.00	0.00	127,533.03	100.00	0.00	
3-1	EMS Station 1 Lighting	19,980.88	19,980.88	0.00	0.00	19,980.88	100.00	0.00	
4-1	EMS Station 6 Lighting	2,246.49	2,246.49	0.00	0.00	2,246.49	100.00	0.00	
5-1	Health Department Lighting	42,509.34	42,509.34	0.00	0.00	42,509.34	100.00	0.00	
5-2	Health Department Controls	52,361.78	5,236.18	20,944.71	0.00	26,180.89	50.00	26,180.89	
6-1	Tourism Lighting	4,006.21	4,006.21	0.00	0.00	4,006.21	100.00	0.00	
7-1	Blockhouse Lighting	3,037.70	3,037.70	0.00	0.00	3,037.70	100.00	0.00	
8-1	Rehabilitation Center Lighting	115,751.94	115,751.94	0.00	0.00	115,751.94	100.00	0.00	
8-2	Rehabilitation Center Controls	171,465.89	171,465.89	0.00	0.00	171,465.89	100.00	0.00	
8-3	Rehabilitation Center HVAC	188,768.71	188,768.71	0.00	0.00	188,768.71	100.00	0.00	
8-4	Rehabilitation Center Water	7,821.56	7,821.56	0.00	0.00	7,821.56	100.00	0.00	
8-5	Rehabilitation Center Weatherization	27,901.30	27,901.30	0.00	0.00	27,901.30	100.00	0.00	
8-6	Rehabilitation Center Renovation	247,782.28	247,782.28	0.00	0.00	247,782.28	100.00	0.00	

V

CONTINUATION SHEET

Based on AIA DOCUMENT G703

Page 4 (4)



A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE 0%
9-1	Medical Air Station Lighting	3,721.85	3,721.85	0.00	0.00	3,721.85	100.00	0.00	
10-1	Jolley Building Lighting	155,628.37	155,628.37	0.00	0.00	155,628.37	100.00	0.00	
10-2	Jolley Building Controls	184,019.80	172,978.61	3,680.40	0.00	176,659.01	96.00	7,360.79	
10-3	Jolley Building HVAC	394,393.62	382,561.81	7,887.87	0.00	390,449.68	99.00	3,943.94	
10-4	Jolley Building Water	12,496.61	12,496.61	0.00	0.00	12,496.61	100.00	0.00	
10-5	Jolley Building Renovations	2,198,209.78	2,176,227.68	21,982.10	0.00	2,198,209.78	100.00	0.00	
10-6	Jolley Building Cameras	118,398.21	118,398.21	0.00	0.00	118,398.21	100.00	0.00	
11-1	Soccer Field Water	708.78	708.78	0.00	0.00	708.78	100.00	0.00	
12-1	Dickens Building Water	1,779.10	1,779.10	0.00	0.00	1,779.10	100.00	0.00	
12-2	Dickens Building Weatherization	15,998.09	15,998.09	0.00	0.00	15,998.09	100.00	0.00	
13-1	County Wide Controls	194,599.68	190,707.69	0.00	0.00	190,707.69	98.00	3,891.99	
13-2	County Wide CCMS	74,667.77	74,667.77	0.00	0.00	74,667.77	100.00	0.00	
13-3	County Wide Facility Planning	93,673.44	88,989.77	2,810.20	0.00	91,799.97	98.00	1,873.47	
	TOTALS	7,866,213.00	7,481,278.71	145,345.33	0.00	7,626,624.04	96.95	239,588.96	0.00

15,000,000



JASON E. MUMPOWER
Comptroller

March 17, 2021

Memorandum

To: All County Mayors/Executives, County Commissioners, Directors of Schools, School Board Members, Highway Officials, and Finance Directors

All City Mayors, Aldermen/Councilmen, Directors of City Schools, City School Board Members, and Finance Directors

From: Jason E. Mumpower, Comptroller of the Treasury

A handwritten signature in black ink, appearing to read "J. E. Mumpower", with a long horizontal line extending to the right.

Subject: American Rescue Plan Act

The U.S. Congress has passed the "American Rescue Plan Act" (Act) of 2021. Provisions of the Act include \$130.2 billion for a Local Fiscal Recovery Fund to be split between cities and counties as well as \$122.7 billion for an Education Stabilization Fund, which States are required to subgrant to local education agencies. At this time, we are uncertain as to the exact amount of funding that will be made available to Tennessee local governments and to the State Department of Education. Some of this money will be sent directly to local governments from the U.S. Treasury and other funds will flow through the State. One half of Local Fiscal Recovery funds are to be made available within the next 60 days, with the second half to be provided twelve months later. **Local governments will have until December 31, 2024 to spend the funds.**

As a local government entity, you should be preparing for another large influx of federal funds. As with the CARES Act, specific guidance as to eligibility and spending requirements is not yet available and may not be received before funds begin to be distributed. We are waiting for further directions from the U.S. Office of Management and Budget (OMB) and other federal and state agencies.

In the meantime, until we receive specific guidance, the Comptroller's Office is providing the following information:

1. Funds received related to provisions of the Act should be maintained separately from other funds received by your organization. Expenditures related to the use of these funds should also be separated from other expenditures. Detailed documentation for all transactions should be maintained.

2. The Division of Local Government Audit will add new accounts to the Uniform Chart of Accounts to allow counties to separately track funds provided by the Act.
3. A separate set of files should be established for these funds. They will be subject to audit under the Single Audit Act and OMB's *Uniform Guidance*.
4. The following should be considered before spending any funds associated with the Act:
 - **No expenditures should be made before you are certain that the use of funds comply with the provisions of the Act.**
 - We recommend these funds be used for one-time expenses. This should be taken into consideration if funds are used for capital projects (i.e.; water, sewer, or broadband) that may require future resources or on-going maintenance.
 - These funds cannot be deposited in a pension fund or be used to offset revenue resulting from any tax cuts enacted since March 3, 2021.
 - Funds may be used as replacement revenue to the extent there has been a reduction in revenue as a direct result of the public health emergency. Replacement revenue amounts should be based upon the most recent full fiscal year prior to the emergency (FY19). For example, local governments that experienced significant reductions in tourism revenues due to the emergency may use these funds to pay for expenditures that would have otherwise been funded by tourism revenues.
 - **Unused funds or funds deemed to have been used inappropriately must be returned to the U.S. Treasury.**
 - The federal government will require local governments to prepare periodic reports providing a detailed accounting of the use of funds.
5. Tennessee counties will directly receive approximately \$1.4 billion to be distributed based on the county's share of the U.S. population. Cities in Tennessee will receive over \$944 million. Early guidance indicates that some of these funds will go directly to cities while some cities will receive funding through the State. We anticipate education funds will flow through the State Department of Education.
6. Local government entities must be careful to maintain adequate internal controls over the spending of Act funds. This is required by State statute and OMB's *Uniform Guidance*.
7. If a primary government receives funding and decides to pass some of the federal funds down to another local government (i.e., subrecipient grant), the primary government that originally received the federal funds will be subject to the strict OMB *Uniform Guidance* requirements related to subrecipient monitoring. For this reason, we

VI

recommend not passing federal funds down to another government unless the primary government has a clear understanding of the roles related to monitoring subrecipients.

The guidance in this memorandum is very general in nature. All local government officials should remain alert for specific provisions of the Act. The Comptroller's Office stands ready to assist you. We will be working with the County Technical Assistance Service and Municipal Technical Advisory Service as well as with local government official support organizations to help keep you informed as more information becomes available.

If you have any questions or comments, you may address those to Bryan Burklin (Bryan.Burklin@cot.tn.gov) or Jerry Durham (Jerry.Durham@cot.tn.gov) in the Division of Local Government Audit. They can be reached by phone: 615.401.7841.

Cc: Tony Niknejad, Office of the Governor
David Connor, Tennessee County Services Association
Jon Walden, County Technical Assistance Service
Anthony Haynes, Tennessee Municipal League
Margaret Norris, Municipal Technical Advisory Service
Bill Dunn, Department of Education
Tammy Grissom, Tennessee School Board Association
Dale Lynch, Tennessee Organization of School Superintendents
Charlie Curtiss, Tennessee County Commissioners Association
Mike Harrison, Association of County Mayors
Jim Arnette, Director of Local Government Audit
Betsy Knotts, Director of Local Government Finance

AMERICAN RESCUE PLAN ACT

ALLOCATIONS PER STATE

- Alabama – \$4.04 billion
- Alaska – \$1.36 billion
- Arizona – \$7.63 billion
- Arkansas – \$2.81 billion
- California – \$42.63 billion
- Colorado – \$6.07 billion
- Connecticut – \$4.35 billion
- Delaware – \$1.36 billion
- D.C. – \$1.62 billion
- Florida – \$17.62 billion
- Georgia – \$8.40 billion
- Hawaii – \$2.27 billion
- Idaho – \$1.89 billion
- Illinois – \$13.71 billion
- Indiana – \$5.86 billion
- Iowa – \$2.69 billion
- Kansas – \$2.72 billion
- Kentucky – \$4.24 billion
- Louisiana – \$5.19 billion
- Maine – \$1.65 billion
- Maryland – \$6.36 billion
- Massachusetts – \$8.10 billion
- Michigan – \$10.31 billion
- Minnesota – \$4.88 billion
- Mississippi – \$2.90 billion
- Missouri – \$5.48 billion
- Montana – \$1.37 billion
- Nebraska – \$1.77 billion
- Nevada – \$4.12 billion
- New Hampshire – \$1.54 billion
- New Jersey – \$10.19 billion
- New Mexico – \$2.46 billion
- New York – \$23.8 billion
- North Carolina – \$8.94 billion
- North Dakota – \$1.36 billion
- Ohio – \$11.24 billion
- Oklahoma – \$3.65 billion
- Oregon – \$4.26 billion
- Pennsylvania – \$13.72 billion
- Rhode Island – \$1.78 billion
- South Carolina – \$3.87 billion
- South Dakota – \$1.37 billion
- Tennessee – \$6.31 billion
- Texas – \$27.62 billion
- Utah – \$2.74 billion
- Vermont – \$1.36 billion
- Virginia – \$6.88 billion
- Washington – \$7.10 billion
- West Virginia – \$2.06 billion
- Wisconsin – \$5.71 billion
- Wyoming – \$1.36 billion

EXPECTED DISBURSEMENT & USE DATES

Any necessary expenditures incurred due to the COVID-19 public health emergency may qualify for American Rescue Plan Act funding, with first payments being made within 60 days of the bill's passage. **Funds must be spent by December 31, 2024**, but plan your proposal now! Specific project funding allocations will happen quickly and may eat up the available funds well before 2024.

To learn more, **NEOGOV** is offering complimentary consultations designed to help you build a case for HR-specific technology needs related to the pandemic. Visit [NEOGOV.com](https://neogov.com) or contact us:

NEOGOV 888.636.4681 | contact@neogov.com | neogov.com



**Local Government Recovery and Rebuilding Direct Appropriation Grant
County Allocations
Fiscal Year 2021-2022**

Counties	Population Estimates¹	Allocation
Anderson	76,978	\$ 1,091,777
Bedford	49,713	\$ 882,174
Benton	16,160	\$ 624,232
Bledsoe ²	15,064	\$ 1,187,187
Blount	133,088	\$ 1,523,128
Bradley	108,110	\$ 1,331,107
Campbell	39,842	\$ 806,290
Cannon	14,678	\$ 612,839
Carroll	27,767	\$ 713,462
Carter	56,391	\$ 933,512
Cheatham	40,667	\$ 812,632
Chester	17,297	\$ 632,973
Claiborne	31,959	\$ 745,688
Clay ²	7,615	\$ 1,129,922
Cocke ²	36,004	\$ 1,348,165
Coffee	56,520	\$ 934,503
Crockett	14,230	\$ 609,395
Cumberland	60,520	\$ 965,254
Davidson	694,144	
Decatur	11,663	\$ 589,661
DeKalb	20,490	\$ 657,519
Dickson	53,948	\$ 914,731
Dyer	37,159	\$ 785,664
Fayette	41,133	\$ 816,214
Fentress	18,523	\$ 642,398
Franklin	42,208	\$ 824,478
Gibson	49,133	\$ 877,715
Giles	29,464	\$ 726,508
Grainger	23,320	\$ 679,275
Greene	69,069	\$ 1,030,975
Grundy ²	13,427	\$ 1,174,602
Hamblen	64,934	\$ 999,187
Hamilton	367,804	\$ 3,327,532
Hancock ²	6,620	\$ 1,122,273
Hardeman ²	25,050	\$ 1,263,955
Hardin	25,652	\$ 697,202
Hawkins	56,786	\$ 936,548
Haywood	17,304	\$ 633,026
Henderson	28,117	\$ 716,152
Henry	32,345	\$ 748,656
Hickman	25,178	\$ 693,559
Houston	8,201	\$ 563,046
Humphreys	18,582	\$ 642,851
Jackson	11,786	\$ 590,606
Jefferson	54,495	\$ 918,936
Johnson	17,788	\$ 636,747
Knox	470,313	\$ 4,115,581
Lake ²	7,016	\$ 1,125,317

Counties	Population Estimates¹	Allocation
Lauderdale ²	25,633	\$ 1,268,437
Lawrence	44,142	\$ 839,346
Lewis	12,268	\$ 594,312
Lincoln	34,366	\$ 764,192
Loudon	54,068	\$ 915,653
Macon	24,602	\$ 689,130
Madison	97,984	\$ 1,253,262
Marion	28,907	\$ 722,226
Marshall	34,375	\$ 764,261
Maury	96,387	\$ 1,240,985
McMinn	53,794	\$ 913,547
McNairy	25,694	\$ 697,525
Meigs	12,422	\$ 595,495
Monroe	46,545	\$ 857,820
Montgomery	208,993	\$ 2,106,656
Moore	6,488	\$ 549,877
Morgan	21,403	\$ 664,538
Obion	30,069	\$ 731,159
Overton	22,241	\$ 670,980
Perry ²	8,076	\$ 1,133,466
Pickett	5,048	\$ 538,807
Polk	16,832	\$ 629,398
Putnam	80,245	\$ 1,116,892
Rhea	33,167	\$ 754,975
Roane	53,382	\$ 910,380
Robertson	71,813	\$ 1,052,070
Rutherford	332,285	\$ 3,054,476
Scott ²	22,068	\$ 1,241,031
Sequatchie	15,026	\$ 615,514
Sevier	98,250	\$ 1,255,307
Shelby	937,166	\$ 7,704,563
Smith	20,157	\$ 654,959
Stewart	13,715	\$ 605,436
Sullivan	158,348	\$ 1,717,317
Sumner	191,283	\$ 1,970,508
Tipton	61,599	\$ 973,549
Trousdale	11,284	\$ 586,747
Unicoi	17,883	\$ 637,477
Union	19,972	\$ 653,537
Van Buren	5,872	\$ 545,142
Warren	41,277	\$ 817,321
Washington	129,375	\$ 1,494,584
Wayne ²	16,673	\$ 1,199,556
Weakley	33,328	\$ 756,213
White	27,345	\$ 710,218
Williamson	238,412	\$ 2,332,818
Wilson	144,657	\$ 1,612,066
Total	6,829,174	\$ 100,448,881

1 - Annual Estimates of the Resident Population for Counties in Tennessee: April 1, 2010 to July 1, 2019; US Census Bureau, Population Division; Released March 2020

2 - TN Distressed county as of July 1, 2020

VI

FIND COVID-19 INFORMATION AND RESOURCES

NEW: TENNESSEE CORONAVIRUS RELIEF PROGRAMS SUMMARY

2021-22 Local Government Grants

Local Government Recovery and Rebuilding Direct Appropriation Grants

Gov. Bill Lee included "Local Government Recovery and Rebuilding Direct Appropriation Grant" allocations in his Fiscal Year 2021-22 budget proposal.

Funds will be available after August 1, 2021.

Local jurisdictions will receive a direct appropriation letter via email from the department of Finance and Administration no later than July 31, 2021. Information about the process for accessing the grants will be included in the letter.

The grants are one-time funding and are to be used exclusively for one-time expenses as opposed to annually recurring expenses. Funds may not be used to support recurring expenditures such as salaries, debt issuance or existing programs and/or services. Use of funds for new building construction is not allowed, outside of permitted spending categories.

Funds may be used as a match to leverage other funds. No local funding match is required.

Funds can be used on multiple projects.

Allocations

Tennessee Town & Cities Allocations

Tennessee County Allocations

Funding is based on population as published by the US Census Bureau (as of July 1, 2019).

- Counties: <https://www.census.gov/data/tables/time-series/demo/popest/2010s-counties-total.html>
- Cities/Municipalities: <https://www.census.gov/data/datasets/time-series/demo/popest/2010s-total-cities-and-towns.html>



VI

The three metro governments (Davidson, Moore and Trousdale counties) will receive one allocation, whichever is largest.

The lesser allocation of funds for the metros will be aggregated and added to the allocation of the distressed counties.

Permitted Spending Categories

1) IT hardware upgrades

Information Technology upgrades would include new or replacement of IT equipment with a one-time expenditure for items such as hardware. Public Safety Systems may also be included.

2) Capital maintenance

Projects should focus on maintaining current facilities, primarily through repair and renovation of roofing, mechanical and electrical systems. Projects would include items that appreciably extend the life of the facility, such as alterations to rectify code deficiencies; modifications for health and safety issues; repairs to improve utility systems; repaving, roof repairs; exterior fencing and lighting and repair. The maintenance and renovation of recreational facilities (ballfields, parks, greenways, recreation centers) would not be an allowable use. Application for these projects should be directed to the Local Park Grant Program at the Tennessee Department of Environment and Conservation.

3) Utility system upgrades

Utility System upgrades would include maintenance and upgrades to existing water and sewer infrastructure.

4) Road projects

Road Projects would include road and bridge maintenance, renovation and replacement projects along with traffic control initiatives. Priority should be given to existing roads and bridges.

5) Public safety

Public Safety items would include ADA-type projects (not planning) as well as equipment purchases for law enforcement, fire and emergency response and school buses.

6) New school construction or existing school renovation



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