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# Anderson County Board of Commissioners

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## **Regular Agenda** **Monday, August 15, 2022 @ 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. Elections**
  - Charter Commission Member
  - Accept Resignation
    - Steve Emert
  - Applicants
    - Shelly Vandagriff
    - Barbara J McNeely-Foust
    - Charles “Dusty” Irwin
- 6. Departments**
  - HR Director – ESL Continuation (from Operations Report)
  - Anderson County Highway Department – ARP Funding
- 7. Committee Reports**
  - Purchasing Report – by Robby Holbrook, Finance Director
  - Budget Report – by Robby Holbrook, Finance Director
- 8. Director of Schools – Written Report including BOE Minutes (7/14/22)**
- 9. County Mayor - Any Questions from commission.**
- 10. Law Director**
  - A. Contract Approvals
  - B. Anderson County Zoning and Property Maintenance Violations
  - C. Delinquent Taxes
  - D. Norris Garden TEFRA Loan Approval Resolution No. 22-8-949 (Needs Commission Approval)
  - E. EMS Medical Director Contract (Needs Commission Approval)
  - F. Malpractice Case Update – Request for Executive Session (outside counsel present)

**11. Committees/Boards Reports**

1. Operations Committee Report – by Chairman Isbel
2. Animal Care Advisory Committee – by Chairman Wandell

**12. New Business**

**13. Old Business**

**14. Announcement**

The swearing-in ceremony will be Thursday, September 1, 2022 at 9:00 am in the Circuit Court Courtroom followed by a Special Called Commission meeting in Room 312 to elect a Chairman, Vice-Chairman and to appoint a Nominating Committee.

**15. Adjourn**

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

## **Annette Prewitt**

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**From:** Steven Emert <emert61@gmail.com>  
**Sent:** Monday, July 18, 2022 10:36 AM  
**To:** Annette Prewitt; V L Stonecipher  
**Subject:** Resign

Chairman,

With this letter, I hereby announce my resignation from the Anderson County Charter Commission District 3 effective July 17th, 2022. We have sold our home and purchased a home in The Villages of Florida and will be retiring there.

It has been a honor and pleasure working with you and the rest of the Charter Commissioner's.

Sincerely,

Steve Emert

**REQUEST FORM  
CONSIDERATION FOR NOMINATION TO THE**

CHARTER COMMISSION -  
DISTRICT 3

Date 8/2/2022

Name SHELLY VANDAGRIFF

Address 130 MIKE MILLER LN CLINTON, TN 37716

Phone Number 865-680-8369  
(Home) (Work)

**Employment History: (if not on resume)**

ATTACHED

**Education: (if not on resume)**

ATTACHED

**Why would you like to serve on this Board/Committee:**

I WOULD LOVE TO SERVE THE COMMUNITY! I  
HAVE A LONG HISTORY OF COMMUNITY SERVICE. I  
BELIEVE THIS EXPERIENCE WOULD HELP GUIDE ME  
IN MAKING DECISIONS. A CHARTER FOR THE  
COUNTY SHOULD BE CAREFULLY AND PURPOSELY  
PLEASE ATTACH A RESUME TO THIS APPLICATION  
DEVELOPED BY COMMUNITY SERVANTS!

( For additional space, use back of form)

\*\* Please return this form to Commission Office, 100 N Main Street, Room 118, Clinton, TN 37716 (Fax: 264-6264) \*\*

# Shelly Vandagriff

## Objective

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To obtain a challenging position in a high quality engineering environment where I can contribute, though my experience and problem solving skills, to the success of the company.

## Experience

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March 2005 - Present

Aisin Automotive Casting Tennessee

Clinton, TN

### **Manager – Quality Control/Engineering/Systems (April 2017-Present)**

- Develop and maintain quality control objectives complimentary to corporate policies and goals
- Collaborate with Executive and Corporate Management to develop Quality Management System compliant with the International Automotive Task Force 16949 standard.
- Develop and implement standards and methods for inspection, testing, and evaluation for locally manufactured automotive components.
- Communicate significant issues or developments identified during quality activities to corporate management and provide recommended process improvements.
- Communicate updates to Customer Specific Requirements to the organization and update effecting QMS policies and documentation
- Coordinate with third party auditors during annual Certification Audit for IATF 16949 to develop audit agendas and complete auditing cycle.
- Develop and present training material including technical and program information to team members and management
- Lead root cause analysis investigations and develop countermeasures to addresses customer complaints regarding quality
- Supervise a staff of seventy-five+ full time and temporary quality team members over two shifts.
- Prepare and track manpower and general budgets for the department reporting the results to corporate management.

### **Assistant Manager – Quality Control (July 2014-April 2017)**

- Assisted in formulating and maintaining quality control objectives complimentary to corporate policies and goals
- Assisted in interpretation of quality philosophy
- Developed and initiated standards and methods for inspection, testing, and evaluation.
- Communicated significant issues or developments identified during quality activities and provides recommended process improvements to management
- Prepared and presented technical and program information to team members and management
- Assisted in investigation and addresses customer complaints regarding quality
- Assisted with transition from TS-9000 to IATF 16969, updated QMS documentation and conducted internal auditing to confirm compliance
- Supervised a staff of fifty-one full time and temporary quality team members over two shifts.
- Assisted in preparing and tracking manpower and general budget for the department

## **Shelly Vandagriff**

### **Quality Engineering Specialist (March 2005-July 2014)**

- Responsible for the development and implementation of quality plans for aluminum V8 engine components. Scope of responsibility included ensuring quality of incoming raw material to final shipped product for OEM production and service. Processes including high pressure, thin walled die casting, CNC machining, and assembly of components.
- Initiated the design of functional gauging systems during product launch phase.
- Participated in equipment design to ensure consideration of past quality problem elimination
- Interacted regularly with engineering specialist and quality management teams from multiple NAPs concerning engineering change information, process change requests, quality concerns and countermeasure activities.
- Established quality standards for after-market and service water pumps by identifying key control characteristics and implementing measurement methods. Managed the quality of supplied components, assisting suppliers with improvement and countermeasure activities.
- Communicated significant issues identified during quality activities and provided recommended process improvements to support departments and executive management.
- Directed cross functional teams to investigate root cause and implement countermeasure of customer issues using problem solving methods such as 5 why, fishbone, and FTA on strict response timelines.
- Prepared and delivered presentation of technical information and countermeasures to the customer and executive management.
- Established Global Standard for judgment criteria for Wetting Tension Testing for Timing Chain

May 2000–March 2005

Tennessee Tool & Engineering

Oak Ridge, TN

#### **Director of Quality**

- Implemented a quality system compliant with QS-9000/ ISO 9000 resulting in successful company registration with UL.
- Acted as the window to the customer for quality concerns and issues.
- Prepared and presented PPAP documentation as required by customer.
- Supervised a staff of three quality team members over two shifts.

April 1998-March 2000

Norfolk Southern Railway

Knoxville, TN

#### **Yard Master Trainee**

- Directed train and engine traffic in rail yard and nearby switch yard.
- Organized incoming railcars by commodity to build outgoing trains.
- Scheduled train departure from yard and request crew support.

#### **Yard Office Clerk – Extra Board**

- Supported daily running of the rail yard as Chief Clerk, Receiving Clerk, Hump Clerk, Outbound Train Clerk, Transportation Clerk, and Chief Rail Agent.

## Shelly Vandagriff

### Education

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May 2001                      Pellissippi State Community College                      Knoxville, TN

**A.A.S – Mechanical Engineering Technology – Quality Concentration**

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December 1997                      Pellissippi State Community College                      Knoxville, TN

**A.A.S – Mechanical Engineering Technology – Mechanical Concentration**

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### Community Involvement

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2011- Present      NAGAF Board of Directors

2011 – 2020      NAGAF Board of Directors – Secretary

2021              Presidential Volunteer Service Award Recipient

2020              Presidential Volunteer Service Award Recipient

2021 – Present      Tennessee College of Applied Technology Advisory Committee – Machine Technology

2019 – 2021      Anderson County High School Wrestling Boosters President

2019              Leadership Anderson County Graduate–AC Chamber of Commerce

Bethel Baptist Church Children's Ministry

Tennessee Cinderella Scholarship Program (2018-2021)

Tennessee Alzheimer's Smoky Mountain Walk (2018-2021)

Tri County Veterans Breakfast

Anderson County Veterans Breakfast

Powell Veterans Breakfast

Anderson County Chamber of Commerce 5K (2022)

Anderson County Chamber of Commerce Christmas Parade (2018-2021)

**REQUEST FORM  
CONSIDERATION FOR NOMINATION TO THE**

Charter Commissioner for District 3

**Date** August 8, 2022

**Name** Barbara J. McNeely-Foust

**Address** 155 Butternut Drive Norris, TN 37828

**Phone Number** 865-945-2301 865-705-2922  
(Home) (Work)

**Employment History:** (if not on resume)

See resume

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**Education:** (if not on resume)

See resume

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**Why would you like to serve on this Board/Committee:**

As a 4th generation and native Anderson Countian, I am aware of the challenges and opportunities that the citizens of this great county face on a daily basis. With my work experience, educational background, military service and entrepreneurship, I believe make me a competitive candidate for this position. I hope that my resume is intriguing enough to warrant the opportunity to be considered for this vacancy. I would appreciate the opportunity to serve on the County Commission and make a positive impact on the community and its people. Thank you.

**PLEASE ATTACH A RESUME TO THIS APPLICATION**

( For additional space, use back of form)

**\*\*** Please return this form to Commission Office, 100 N Main Street, Room 118, Clinton, TN 37716 (Fax: 264-6264) **\*\***

**REQUEST FORM  
CONSIDERATION FOR NOMINATION TO THE**

Charter Commissioner for District 3

**Date** August 8, 2022

**Name** Barbara J. McNeely-Foust

**Address** 155 Butternut Drive Norris, TN 37828

**Phone Number** 865-945-2301 865-705-2922  
(Home) (Work)

**Employment History:** (if not on resume)

See resume

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**Education:** (if not on resume)

See resume

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**Why would you like to serve on this Board/Committee:**

As a 4th generation and native Anderson Countian, I am aware of the challenges and opportunities that the citizens of this great county face on a daily basis. With my work experience, educational background, military service and entrepreneurship, I believe make me a competitive candidate for this position. I hope that my resume is intriguing enough to warrant the opportunity to be considered for this vacancy. I would appreciate the opportunity to serve on the County Commission and make a positive impact on the community and its people. Thank you.

**PLEASE ATTACH A RESUME TO THIS APPLICATION**

( For additional space, use back of form)

\*\* Please return this form to Commission Office, 100 N Main Street, Room 118, Clinton, TN 37716 (Fax: 264-6264) \*\*

**Barbara J. McNeely-Foust****155 Butternut Drive, Norris, TN 37828 ♦ (865)705-2922 ♦ [bjmcneely@frontier.com](mailto:bjmcneely@frontier.com)**

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**SUMMARY:** Work history encompasses nursing practice, academia, entrepreneurship and administration. Knowledgeable in quality assurance/improvement activities, regulatory issues, infection control, development and implementation of departmental policies and procedures. Experienced in developing, implementing, and coordinating instructional programs and accreditation procedures; annual planning, budgeting and committee work. Recipient of several professional certifications to include global disaster nursing which emphasized managing logistics of events in progress, working cooperatively with government officials and responders, and providing direct care to victims of trauma or catastrophic events. Earned tenure as associate professor of nursing with the State of Tennessee. Served in the United States Armed Forces Department of the Army, Army Nurse Corps Reserves for 8 years receiving honorable discharge with the earned rank of Captain.

**WORK HISTORY:**

- 2010 - 2022 Chief Executive Officer, CompEdge, LLC, Powell, Tennessee*
- 2002 - 2014 Associate Professor (Tenured), Nursing, Walters State Community College, Morristown, Tennessee*
- 2001 - 2002 Coordinator Nursing Informatics, University of Tennessee Medical Center, Knoxville, Tennessee*
- 1999 - 2000 Clinical Instructor, Joint Appointment with University of Tennessee Medical Center and University of Tennessee College of Nursing, Knoxville, Tennessee*
- 1995 - 2001 Medical Assisting Program Chairperson, South College, Knoxville, Tennessee*
- 1995 - 1997 Assistant Professor, Nursing, Walters State Community College, Morristown, Tennessee*
- 1994 - 1995 Clinical Instructor, Roane State Community College, Harriman, Tennessee*
- 1991 - 1999 1<sup>st</sup> Lieutenant to Captain, Army Nurse Corps Reserves, Department of the Army, United Armed Forces, United States of America*
- 1990 - 1995 Nursing Supervisor, Student Health Service, University of Tennessee, Knoxville*
- 1974 - 1990 Staff Registered Nurse to House Supervisor to Nursing Coordinator, Fort Sanders Regional Medical Center, Knoxville, Tennessee*

**EDUCATION:**

- 2011 Post-MSN Certificate in global disaster nursing. University of Tennessee, Knoxville*
- 1996 Master of Science in Nursing with concentration in nursing administration. University of Tennessee, Knoxville (GPA*

- 1986      **Bachelor of Science in Nursing**, University of Tennessee, Knoxville. Graduated with honors.
- 1974      **Diploma of Nursing**, Fort Sanders School of Nursing, Knoxville, Tennessee.
- 1970      **Diploma**, Clinton Senior High School, Clinton, Tennessee.

#### **LICENSE/CERTIFICATION:**

- 1974 – *pres.*      **Licensed as Registered Nurse** from the State of Tennessee, Division of Health Related Boards.
- 2003-2015      **BLS Instructor** – Certified by the American Heart Association for the Basic Life Support (CPR/AED) Instructor Program.
- 2008      **Radiation Emergency Assistance Center/Training Site (REAC/TS)** - Medical management of radiation incidents accredited continuing education courses in radiation emergency medicine- April 15 -18, 2008
- HAZMAT** training course - Presented by the Tennessee Center for Preparedness and Emergency Response - UTK College of Nursing – April 2, 5 & 5, 2008 – 30 contact hours
- Advanced Disaster Life Support** – Presented by the Tennessee Center for and Emergency Response - UTK College of Nursing – February 15-16 2008 – 16 contact hours
- Basic Disaster Life Support** – Presented by the Tennessee Center for Preparedness and Emergency Response – UTK College of Nursing – February 13, 2008 – 8 contact hours
- Independent Study Course FEMA IS-00011**– Animals in Disaster, Community Planning – February 24, 2008 – 1.0 CEU
- Independent Study Course FEMA IS-00860**– Introduction to the Infrastructure Protection Plan (NIPP)–February 17, 2008 – 0.2 CEU
- Independent Study Course FEMA IS-00547**– Introduction to Continuity of Operations (COOP) - February 16, 2008 – 0.5 CEU
- Independent Study Course FEMA IS-00208**– State Disaster Management–February 4, 2008 – 1.0 CEU
- Independent Study Course FEMA IS-00271**– Anticipating Hazardous Weather & Community Risk –January 29, 2008 – 1.0 CEU
- Independent Study Course FEMA IS-00703**– NIMS Resource Management –January 21, 2008– 0.4 CEU
- Independent Study Course FEMA IS-00702**– NIMS Public Information Systems – January 21, 2008 – 0.3 CEU
- Independent Study Course FEMA IS-00700**– National Incident Management System (NIMS), an Introduction –January 21, 2008 – 0.3 CEU
- Independent Study Course FEMA IS-00800.A** – National Response Plan (NRP), an Introduction –January 15, 2008 – 0.3 CEU
- 2007      **Epidemiology** – University of Tennessee, Knoxville – 3.0 credit hours

- 1998      **Certification** received as Site Surveyor in Allied Health Educational Program Accreditation form the Curriculum Review Board of the American Association of Medical Assistants' Endowment.
- 1998      **Certified Medical Assistant (CMA).** Certification received from the American Association of Medical Assistants.
- 1992      **Certification** received for blood borne pathogens standards training required by OSHA.
- 1991      **Certification** received in college health nursing from the American Nurses' Center.
- 1987      **Certification** received in medical-surgical nursing from the American Nurses' Association.

#### **PROFESSIONAL ASSOCIATIONS:**

- American Nurses Association
- Tennessee Nurses Association
- Academy of Medical Surgical Nurses
- National League for Nursing
- Sigma Theta Tau International Honor Society of Nursing, Gamma Chi Chapter
- Reserve Officers Association of the United States – Life Member
- National Rifle Association – Life Member

#### **COMMUNITY ACTIVITIES:**

- Volunteer; Anderson County Emergency Management Damage Assessment Team member
- Volunteer; Advisory board member for medical assistant program, South College, Knoxville, TN
- Volunteer; Faculty Council member, Walters State Community College, Morristown, TN
- Volunteer; Basic Life Support (CPR/AED) classes
- Volunteer; Gallup Poll panel member
- Member of Beaver Creek Cumberland Presbyterian Church

**Charles "Dusty" Irwin**  
**e-mail: irwindustro@gmail.com**

**460 Lewallen Hollow Lane**  
**Clinton, Tennessee 37716**

**Cell: (865) 237-0131**

**Objective:** As a candidate for the Charter Commission;  
To serve the citizens of Anderson County District III as Charter Commissioner representative.

**Anderson County Community Service Experience:**

Anderson County Commissioner, District III  
Chairman, Anderson County Fire Commission  
Parliamentarian Anderson County Commission  
Member, Anderson County Budget Commission  
Member, Anderson County, Industrial Development Board  
Chair, Regional Solid Waste Commission  
Anderson County Water Authority, Commissioner  
Powell Clinch Utility District, Treasurer

Dusty and his wife Rhonda have been married 40 years and have three sons: Casey, Ben and Evan and his grandson, Max Irwin. They are active members of Second Baptist in Clinton, he and his wife Rhonda enjoy hiking, foreign mission work, gardening, and other outdoor activities.

**Business Qualifications:** Extensive experience and training, 35+ years of business and manufacturing experience with increasing responsibility in: manufacturing operations, government and commercial program management, general management, contract management, proposal development, resource planning and estimating, capital equipment sourcing, quality systems implementation and oversight, team building, customer relations, government and community relations, marketing and sales, lean production, engineering management, configuration control and change management, strategic planning and customer support. Implement and utilize program Management Best Practices on all projects. Has extensive international travel and business experience.

**Additional areas of expertise include:**

Communication	Ethics/Integrity	Visionary
"Big Picture" Perspective	Attention to Detail	Problem Solving
Negotiation	Strategic Thinking	Decisiveness
Leadership	Instinctive/Perceptive	Presentation Skills

Dusty's business experience, small business ownership and entrepreneurial spirit fosters' new and forward-looking ideas that challenge the norm. Excellent communication skills enable him to forge collaborative working relationships and work within any environment across all levels of an organization. Dusty has led teams of employees, joint ventures, executives, senior managers, and technical teams through projects that successfully accomplished goals, milestones, and deliverables on-time and within budget. Dusty is a proven decision maker who utilizes years of experience and knowledge of projects and contractual statements of work to determine how key personnel and processes should best be applied to result in an effective outcome. Dusty also has extensive experience in Local, State and Federal Government and Community Relations and is an active, involved, and respected community leader.

**Charles "Dusty" Irwin**  
**e-mail: irwindustro@gmail.com**

**Professional Work Experience:**

**Current Position**

**Siemens PETNET Solutions, Knoxville, Tennessee**  
**Senior Project Manager**

Develop requirements and lead in the design of new modern radiopharmaceutical production facilities, working with industry subject matter experts, architects, engineers, and general contractors to construct these facilities.

Manage bid and proposals, legal contracts, project lifecycle schedules, and multi-million dollar budgets for multiple projects in the United States and Europe.

**Work History**

**Fresenius Medical Care, Knoxville Tennessee**  
**Senior Manager, Engineering and Capital Projects, April 2016 – March 2020**

Positions and responsibilities held during facility start up and transition to production in addition to the Program Management duties performed: Engineering Manager, Maintenance Manager, Facilities and Building and Grounds Manager. Primary site contact with local and state community and elected officials and business leaders.

Lead the Knoxville Project from authorized start in May 2016 to completion of Process Qualification 2019.

Hired and managed a multidiscipline team of engineers and technical personnel throughout the planning and renovation of the Knoxville facility from a derelict automotive facility into a state-of-the-art pharmaceutical manufacturing facility. Lead the sourcing, purchase, and installation of over \$100m in capital improvements, equipment, and infrastructure.

Lead the design and implementation of all facility expansions and improvements with the site engineering team and architect. Developed and managed a strong team of highly qualified general contractors and specialty sub-contractors to support the capital building programs. Developed the site long-range capital improvement and facility plan, lead the design and construction of multiple clean rooms, production, and office areas. Successfully worked with U.S. and international teams from numerous European equipment suppliers to design, fabricate, qualify and install a multi-million dollar state of the art production line.

**Del Air Mechanical Contractors, Inc.**  
**Business Development, Industrial Director July 7, 2014 – April 2016**

**Babcock & Wilcox Clinch River LLC. 2007 – July 2014**  
**Project Manager/Capture Manager/Business Development Manager**  
**Business Development Manager for DOE, DOD and Third Party Commercial Projects**

**Boeing – Oak Ridge, Inc., Oak Ridge, Tennessee 1999 – 2007 Boeing Oak Ridge**  
**Program Manager / Business Development Manager**

**1997 – 1998 Boeing**  
**Engineering Configuration, Change Management, Business Development**

**1994 – 1997 Boeing**  
**Tooling Fabrication Management**

**1985 – 1994 Boeing**  
• Tool Fabrication Department Lead  
• Journeyman - Tool maker  
**Security Clearances Held:**

**Charles “Dusty” Irwin**  
**e-mail: irwindustro@gmail.com**

- Department of Energy “Q”
- NRC “U”
- DOD Top Secret

**Education:**

- Boeing Executive Level Program Management and Business Development Training 2005 - 2007
- Colorado School of Trades, graduate – Gunsmith 1974 - 1976
- Holston High School graduate – Knoxville 1974

**Anderson County**  
**Human Resource Advisory Committee Minutes**  
**Jul 28, 2022**  
**10:00 a.m. in Room 118A, Courthouse**

**Members Present**

Catherine Denenberg, Robby Holbrook, Regina Copeland, Jeff Cole, Tim Shelton, Gary Long, and Rex Lynch.

**Members Absent**

Terry Frank, Jay Yeager, Hal Cousins, Russell Barker, and Johnny Alley.

**Others Present**

Kim Jeffers-Whitaker, Krystal Burkhart, Andrew Stone, and Paul Richardson.

**Call to Order**

Catherine Denenberg called the meeting to order. Quorum present.

**Approval of Prior Minutes**

No Vote to approve minutes from the February 16, 2022 meeting.

**Approval of Agenda**

No vote to approve current agenda for the July 28, 2022 meeting.

**HR Director Report**

HR Director Kim Jeffers-Whitaker presented the following items to the committee:

1. The 2022-2023 FY enrollment update
  - HR sent a notice to employees to check their check stubs with the new insurance elections to ensure accuracy and requested those present to remind to staff to do the same.
2. There is a dissimilarity between the HR department Resolution, County Policy, and Tennessee Ban-the-Box Law on pre-employment background checks. HR presented this for the Committee's knowledge. HR is seeking the Law Director's advice.
3. Presented examples of a possible longevity program for informational purposes. To bring back to Committee after receiving further recommendations.
4. Presented examples of possible flex scheduling scenarios for informational purposes.
5. Other information presented included TN OSHA inspection status, Andrew Stone's certifications and promotion to HR Specialist, and HR's Resolution Recognition.

**Anderson County  
Human Resource Advisory Committee Minutes  
Jul 28, 2022  
10:00 a.m. in Room 118A, Courthouse**

**Old Business**

1. HR Director, Kim Jeffers-Whitaker, presented that there has been good feedback on the new employee portal.
2. HR Director, Kim Jeffers-Whitaker, updated the committee of the Air Med Care Insurance. With new legislation, there is no need for group coverage.
3. HR Director, Kim Jeffers-Whitaker, opened the discussion up on the leave donation possibility. The committee deferred to the next meeting.

**New Business**

The Committee brought up the topic of County provided ESL time.

Motion by Gary Long, and seconded by Rex Lynch to send a recommendation to the Operations Committee for reinstatement of the five-day ESL time upon employees positive COVID test. Motion passed by voice vote, voting No Robby Holbrook.

**Next Meeting**

October 12<sup>th</sup> 2022 @ 10 a.m.

Motion to Adjourn by Gary Long, Seconded by Jeff Cole.

**Adjourned**

Anderson County Board of Commissioners

## **Human Resources Advisory Committee Agenda**

July 28, 2022

Room 118A at 10 a.m.

- Call to Order
- Roll Call
- Approve Prior Meeting Minutes
- Approval and Corrections of Agenda
- HR Director Report
  - 2022.23 FY Enrollment Update
    - Check Your Check Notices
  - Background Checks
  - Longevity Program
  - Flex Scheduling
  - Other
    - TN OSHA Inspection
    - Drew's Accomplishment
    - HR Resolution Recognition
- Old Business:
  - Feedback on Employee Portal, HR Director
  - Leave Donation Policy, HR Director
  - Air Med Care, HR Director
- New Business
  - ESGR Recognition
- Next Meeting
  - October 12<sup>th</sup> @ 10 am in Room 118A
- Adjourn

**Anderson County  
Human Resource Advisory Committee Minutes  
Feb 16, 2022  
10:00 a.m. in Room 118A, Courthouse**

**Members Present**

Chairman Catherine Denenberg, Robby Holbrook, Jay Yeager, Regina Copeland, Hal Cousins, Jeff Cole, Russell Barker, Tim Shelton, Johnny Alley, and Rex Lynch

**Members Absent**

Terry Frank and Gary Long.

**Others Present**

Kim Jeffers-Whitaker, Krystal Burkhardt, Andrew Stone, and Paul Richardson.

**Call to Order**

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

**Approval of Prior Minutes**

Minutes from the October 20, 2021 meeting approved, as presented.

Motion by Jeff Cole, and seconded by Regina Copeland. Member not voting, Russell Barker.

**Approval of Agenda**

Current Agenda for the February 16, 2022 meeting approved, as presented.

Motion by Tim Shelton, and seconded by Regina Copeland. Member not voting, Russell Barker.

**HR Director Report**

HR Director Kim Jeffers-Whitaker presented the following items to the committee:

- 1) The updated Compensation Plan Pay Grades
  - This updated plan includes the Commission approved fiscal year 21/22 4% countywide pay increase.
- 2) The results of the 2021 Anderson County Benefits Survey.
- 3) Presented a flier to present members of the new Title VI LEP services.
- 4) Andrew Stone presented the new Employee Secure Portal (My Benefits Channel) to the committee and explained the new process.
- 5) Krystal Burkhardt informed the committee of the room provided for New Mothers.

**Anderson County  
Human Resource Advisory Committee Minutes  
Feb 16, 2022  
10:00 a.m. in Room 118A, Courthouse**

**Old Business**

1. HR Director, Kim Jeffers-Whitaker, presented a comparison of salaries between Anderson County Government, other local counties and municipalities.
2. HR Director, Kim Jeffers-Whitaker, updated the committee of the Air Med Care Insurance. It is out for bid.
3. Law Director, Jay Yeager, discussed the potential leave donation policy. Upon much discussion, Chairman Denenberg tabled the discussion for next meeting with direction to discuss questions and concerns with HR prior to next meeting.
4. Law Director, Jay Yeager, and Finance Director, Robby Holbrook, presented a proposed Vacation Policy draft. No action taken.

**New Business**

None.

**Next Meeting**

June 8, 2022 @ 10 a.m.

Motion to Adjourn by Rex Lynch, Seconded by Tim Shelton.

**Adjourned**

Anderson County Board of Commissioners

## **Human Resources Advisory Committee Agenda**

February 16, 2022

Room 118A at 1 p.m.

1. Call to Order
2. Roll Call
3. Approve Prior Meeting Minutes
4. Approval and Corrections of Agenda
5. HR Director Report
  - 2021.2022 Mid.Min.Max Compensation Update (draft attached)
  - 2021 ACG Employee Survey Report (attached)
  - Title VI LEP Services (attached and laminated handout)
  - Employee Secure Portal Transition
  - Other
6. Old Business:
  - ACG Salary Comparison, HR Director
  - AirMed Care Update, HR Director
  - Leave Donation, Law Director (draft attached)
  - Vacation Policy, Finance Director & Law Director (draft attached)
7. New Business
8. Next Meeting
  - June 8<sup>th</sup> @ 10 am
9. Adjourn

**Anderson County  
Human Resource Advisory Committee Minutes  
Oct 20, 2021  
10:00 a.m. in Room 118A, Courthouse**

**Members Present**

Chairman Catherine Denenberg, Robby Holbrook, Jay Yeager, Regina Copeland, Hal Cousins, Jeff Cole, Russell Barker, Gary Long, and Rex Lynch

**Members Absent**

Terry Frank, Johnny Alley, and Tim Shelton.

**Others Present**

Kim Jeffers-Whitaker, Krystal Burkhart, Andrew Stone, Karen Ooten, Steve Payne, Maggie Mallicoat, and Paul Richardson.

**Call to Order**

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

**Approval of Prior Minutes**

Minutes from the May 12, 2021 meeting approved, as presented, by voice vote. Member not voting, Gary Long.

**Evacuation Plan**

Steve Payne and Karen Ooten presented the proposed update to the Emergency Action Plan requested in the May 12, 2021 meeting.

Motion by Jeff Cole, and seconded by Rex Lynch to send to Commission with approval.

Passed by voice vote.

**HR Director Report**

HR Director Kim Jeffers-Whitaker presented the following items to the committee:

- 1) The 2020 Human Resources & Risk Management Annual Report
  - Introduction of Krystal Burkhart as the Benefits Clerk and Wellness Coordinator
  - A request was made of the HR Director to bring back to the committee how Anderson County's salaries compare to Anderson County Cities and similarly sized Counties.
- 2) Proposed change to policy language concerning 120-day contracts found in section 6.10 Retirement Plan in the Employee Handbook.

Motion by Robby Holbrook, and seconded by Gary Long to approve proposed change and send to Commission with recommendation for approval. Passed by voice vote.

**Anderson County  
Human Resource Advisory Committee Minutes  
Oct 20, 2021  
10:00 a.m. in Room 118A, Courthouse**

- 3) Presentation of AirMedCare network insurance information. HR to include cost for PT for the Board of Trustee's consideration.  
Motion by Rex Lynch, and seconded by Gary Long to send to Board of Trustees with the recommendation that the County provides this benefit to employees.  
Passed by voice vote.
- 4) Introduction of Maggie Mallicoat, TCAT Intern, who is assisting with the Department's file management through document scanning in an effort to reduce cost while also preserving the integrity of the files.
- 5) Informed the committee of the recent email survey communicated to the employees. Apprised the committee of prior survey requests that have been implemented and urged County Officials to have their staff complete the survey to ensure their wishes are shared with the Board of Trustee's and Commission.

**Old Business**

1. HR Director, Kim Jeffers-Whitaker, presented a proposed Leave Donation Policy for discussion. Jay Yeager will review the policy and bring his recommendations back to the committee.
2. Finance Director, Robby Holbrook, presented a proposed Vacation Policy revision for discussion. Jay Yeager will review the revision and bring back before the committee his recommendations. A request was made of the Finance Director to update on the status and ability of the pending payroll software.
3. Law Director, Jay Yeager, presented a proposed Voting Leave Policy revision.  
Motion by Robby Holbrook, and seconded by Rex Lynch to send to Commission with recommendation for approval. Passed by voice vote.

**New Business**

None.

**Next Meeting**

January 26<sup>th</sup> @ 10 a.m.

**Adjourned**

## CHECK YOUR CHECK!



***It is your first pay day in  
July!***

***This is your first opportunity to  
confirm your new benefits and  
deductions are correct!***

If you have questions, email your HR Team for assistance - we are always here and happy to help!

**Drew**

**Krystal**

**Kim**

## **Background Checks**

### *Employee Handbook*

#### **3.5 Employee Background Check**

Prior to making an offer of employment, Anderson County may conduct a job-related background check and/or driver's license verification where needed. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, and credit check. When appropriate, a criminal record check is performed to protect Anderson County's interest and that of its employees and clients. All background checks will be conducted in compliance with applicable federal and state law.

### *HR Advisory Committee Resolution*

28) **Disclosure of Criminal Record and Motor Vehicle Convictions.** Requires that all persons seeking employment with Anderson County Government be required to disclose, before employment is offered, all criminal and motor vehicle convictions.

## Longevity Program/Retainage:

### Longevity Annual Program (Years of Service (YOS) - \$130,350 est. cost of program

The program below is based upon continuous years of service (YOS) with the County as of January 1 (rehires would reset upon rehire date).

\$50 each year beginning at year 4 with a cap at 24 years of continued service. The below guide reflects the County's Vacation Policy YOS.

Must be a regularly, active PT or FT employee to be eligible.

Continued Years of Service (YOS) Increments	Number of FT & PT ACG EE's	\$50	\$50 for for Each Continued Year of Service					
		1-3 YOS* \$50	4-7 YOS \$200-350	8-11 YOS \$400-550	12-15 YOS \$670-750	16-19 YOS \$800-950	20-23 YOS \$1,000-	24+ YOS* \$1,200
1-3 YOS*	132	\$ 6,600						
4-7 YOS	82		\$ 21,750					
8-11 YOS	44			\$ 20,150				
12-15 YOS	40				\$ 27,650			
16-19 YOS	15					\$ 12,950		
20-23 YOS	16						\$ 17,250	
24+ YOS*	20							\$ 24,000
	349	Total No. Of Employees						
	\$ 130,350	Total Projected Amount						

\* 1-3 Years of Service Employees receive a flat \$50 annual amount until they complete year 4.

\* This program caps at 24 years of service

\*\* The above calculations do not include CTAS governed salaries, com

\*\*\*The above program emulates the City of Clinton's tenure program

### Projected Continuance Cost for Longevity Salary Percentage Program Effective 1/1/2023

Continued Years of Service Increments	Number of FT & PT ACG EE's	Years of Continued Service and Annual Salary				
		5	10	15	20	25
		\$ 1,039,810	\$ 618,525	\$ 562,124	\$ 165,255	\$ 102,419
5	25	\$ 10,398				
10	16		\$ 6,185			
15	13			\$ 5,621		
20	3				\$ 1,653	
25	2					\$ 1,024
	59	\$ 24,881	Total No. Of Employees with Total Projected Amount			

\* The above calculations do not include CTAS governed salaries, commissioners, temp/contract labor.

\*\*This Program caps at 25 years of Service (YOS)

### Projected Cost for Longevity Salary Percentage Program Implementation Year

Continued Years of Service Increments	Number of FT & PT ACG EE's	Years of Continued Service and Annual Salary				
		5	10	15	20	25+
		\$ 3,952,919	\$ 1,783,786	\$ 1,210,949	\$ 1,094,458	\$ 1,138,630
5-9 YOS	102	\$ 39,529				
10-14 YOS	41		\$ 35,676			
15-19 YOS	29			\$ 36,328		
20-24 YOS	18				\$ 43,778	
25+ YOS	18					\$ 56,931
	208	\$ 212,243	Total No. Of Employees w.Total Projected Amount for 1st Year Implementation			

\* The above calculations do not include CTAS governed salaries, commissioners, temp/contract labor.

\*\*This Program caps at 25 years of Service (YOS)

### **Flex Scheduling:**

**Flex-Time:** Work schedules that allow employees to vary their arrival and/or departure times as long as they work a prescribed number of hours per pay period and are present during a daily “core time” (usually peak business hours).

**Job Sharing:** Two (or more) workers share the duties of one full-time job, each working part-time; or two or more workers who have unrelated part-time assignments share the same budget line.

**Compressed Work Week:** A work schedule that enables full-time employees to work the equivalent of a full week in less than 5 days or for employees on biweekly pay schedule to work less than 10 full workdays

### **Flex-Time**

Employees work 40 hours in five (5) days, normally with weekends off but with flexible starting and ending times other than the standard work day.

### **Compressed Work Week**

Employees work 40-hours in less than five (5) full work days. Examples of Compressed Work Weeks are:

- (4) 10-hour days
- (4) 9-hour days and (1) 4-hour day
- Or, upon Director approval, an employee may work (5) 9-hour days one week, and (4) 9-hour days the next week for a total of 80-hours in the pay period.

The Families and Work Institute's Business Work-Life Study (BWLS) and National Study of the Changing Workforce (NSCW) found that employees with more supportive workplaces as well as better quality jobs are more likely than other workers to have:

- Higher levels of job satisfaction;
- More commitment to their companies' success;
- Greater loyalty to their companies; and
- A stronger intention to remain with their companies.

The study also found that employees with more demanding jobs and less supportive workplaces experience:

- More stress;
- Poorer coping;
- Worse moods; and
- Less energy off the job-all of which jeopardize their personal and family wellbeing.

Additionally, they found that when employees' personal and family wellbeing is compromised by work, employees experience more negative spillover from home to work, which diminishes job performance. Advantages and Disadvantages of Alternative Work Schedules Advantages

- Alternative work schedules can reduce stress on parents
- Contributes to lower absenteeism and higher productivity
- Over-time costs are reduced

- Recruitment of candidates is enhanced, particularly for those employees who might not be available for a traditional work schedule
- Alternative work schedule can also help with retaining current employees particularly IT employees who do not necessarily work within the confines of a regular work schedule in the first place
- Business hours can be extended through the flex-time and compressed workweek options
- Flexible schedules allow for more economical use of office space and equipment
- Maximize the value of employee compensation and benefit expenses Disadvantages
- Supervisors and employees may not work the same hours, which will require more coordination between the supervisor and employee.
- Administrative problems may arise with timekeeping or with the way the benefits are assigned, prorated, or split
- Administrative costs may be high when an option is first implemented, depending on existing systems and how quickly they can be adjusted
- Workplace coverage may be a problem with some options particularly where departments do not have enough coverage for customers during core business hours 5 Interestingly, a reasonable balance does not necessarily mean working less.

#### Compressed Work Week Scenarios:

- 5-8.5 hour work days = 42.5 (3.75 CT) hours per week  
4-9 hour work days = 36+3.75=39.75 hours per week + CT  
79.75 payroll week
- 5-4/9 CWS - a type of compressed work schedule in which an employee meets the 80-hour work requirement by working four 9-hour days and one 8-hour day during one workweek plus four 9-hour days and a day off during the alternate week, in addition to the established lunch period for the Office.  
2-9 hour work days + 3-8 hour work day = 42 (3)  
4-9 hour work days = 36  
79 payroll week

## Old Business

### Leave Donation Policy

#### Policy Statement

Anderson County recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available sick, personal, and vacation time. To address this need, all eligible employees will be allowed to donate accrued paid leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the program outlined below. **Participation of this program is strictly voluntary.**

#### Participant Eligibility

**Leave Donors:** Employees must be regularly active, full-time employees of Anderson County with a minimum of one year of service to be eligible to donate accrued leave hours.

**Leave Recipient:** Employees must be a full-time employee of Anderson County to be eligible to request donation of leave. Additionally, recipients must exhaust all other paid leave to receive donated accrued leave.

#### Guidelines

Employees who would like to make a request to receive donated leave from their co-workers must have a situation that meets the following criteria:

**Medical emergency**, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent.

#### Donation of Accrued Leave

1. The donation of accrued leave is strictly voluntary.
2. The Director of Human Resources and Risk Management (HR) and/or the Elected Official/Department Head may inform staff of a coworkers need. However, the recipient's identity will not be disclosed to ensure Federal guidelines are met.
3. The donation of accrued leave is on an hourly basis, without regard to the dollar value of the donated or used leave.
4. The maximum number of hours an eligible employee may donate is 40 hours, or no more than 50 percent of the donor's current balance.
5. Employees cannot borrow against future leave to donate.
6. Eligible donors must complete the Shared Leave Donation Form and submit to their immediate supervisor or HR.
7. Employees who are currently on an approved leave of absence cannot donate accrued leave.

#### Requesting Donated Leave

Employees who would like to request donated leave are required to complete a Donation of Leave Request Form and submit it to the Anderson County Human Resources and Risk

Management Department (HR) seven (7) days in advance of the need of the leave, when possible.

Requests for donations of accrued leave must be approved by HR, the employee's immediate supervisor and the designated senior leader of the department (Elected Official, Director, etc.). Once leave has been transferred, neither the donor or recipient of the donated leave may revoke the transaction.

If the recipient employee has available leave, this time will be used prior to any donated leave time being allotted. Donated leave will remain available in the recipient employee's sick leave for their use while employed with Anderson County. Receipt of donated leave will not be allowed once an employee is determined to be disabled or does not return to work. Donated leave time cannot be used for severance pay, or paid to an employee in the form of cash or payroll check.

Employees who receive donated accrued leave may receive no more than 480 hours (12 weeks) within a rolling 12-month period - Hours can be reduced/modified. Once the employee requesting leave returns to full duty or terms employment, the employee is no longer eligible to receive or use donations.

All documentation of this program shall be maintained by HR on a confidential basis in compliance with Federal guidelines. HR will also be responsible for tracking leave and informing payroll of the transfer of donated leave.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

**Donation of Leave Request Form**

Date of Request: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Number of sick/personal days requested: \_\_\_\_\_

Reason for request for donated sick/personal time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I authorize Anderson County to release information concerning my need to the employees in the company for the sole purpose of soliciting donations of sick/personal time.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Elected Official/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Human Resources & Risk Management Director

\_\_\_\_\_  
Date

**Leave Donation Form**

Employee Name: \_\_\_\_\_

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

Current personal leave balance: \_\_\_\_\_

Current compensatory time balance: \_\_\_\_\_

Current vacation leave balance: \_\_\_\_\_

Current sick leave balance: \_\_\_\_\_

I am donating \_\_\_\_\_ hours of my current leave to \_\_\_\_\_ of the  
\_\_\_\_\_ department. I understand that this leave donation is irrevocable.

New personal leave balance: \_\_\_\_\_

New compensatory time balance: \_\_\_\_\_

New vacation leave balance: \_\_\_\_\_

New sick leave balance: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Elected Official/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Human Resources & Risk Management Director

\_\_\_\_\_  
Date

## Old Business

### Current Policy: **7.2 Vacation Time**

Time away from work allows you to pursue personal interest, relax and enjoy outside activities. Anderson County Government encourages employees to take their vacation days each year. Your annual vacation time is based upon the length of continuous service (employment) you have with the County as of your anniversary (hire) date of each year. An employee is not eligible to use vacation time until the employee has completed six (6) months of continuous service, at which time five (5) days of vacation will be available. The remaining five (5) days will be available on the employee's anniversary date. Vacation hours will be pro-rated from your anniversary date through June 30th. From that point forward, vacation hours will be applied on or around July 1st as a lump sum. The following schedule is based upon a 40 hour work week. Employees who work less than forty (40) hours per week will have adjusted vacation leave (number of hours per week divided by five (5) days).

Years of Service	Days of Leave
0-3	10
4-7	12
8-11	15
12-15	18
16-19	21
20-23	23
24+	25

Vacation time may be accumulated and carried forward to the next year in an amount not to exceed one hundred sixty (160) hours. Any accumulated hours exceeding the one hundred sixty (160) hours limit will convert to sick time, for retirement purposes. Vacation leave may be used only at times approved in advance by the employer. All efforts will be made to accommodate your request; however, vacation leave is normally approved to meet the work requirements and needs of the County. Subject to your supervisor's approval, vacation leave may be taken at any time as long as you schedule in advance

**Upon the termination of employment, you will be entitled to payment for any unused vacation time which has accrued as of the termination date.**

**Suggested Language:** *(original statement that allows payout of maximum limit of accumulated hours through 6/30 of prior FY, as well as, the pro-rated amount for the current FY based upon anniversary date)*

**Upon the termination of employment, you will be entitled to payment for any accumulated vacation time for prior fiscal year but not to exceed the maximum limit, and your unused vacation time for the current fiscal year based upon the pro-rated amount from your anniversary date.**

**Anderson County Board of Commissioners  
Purchasing Committee Meeting Minutes  
August 8, 2022  
3:30 p.m.  
Room 312 of the Courthouse**

**Members Present:** Tim Isbel (Committee Chair), Steve Mead, Phil Yager and Catherine Denenberg.

**Member Absent:** Denver Waddell.

**A. Contracts Approved by Law Director**

1. **Canon, Board of Education, Contract #23-0001** – Five- year copier lease for the Preschool. Pricing is from State Wide Contract at \$41.46 per month plus copy charges.

2. **Canon, Board of Education, Contract #23-0003** – Five- year copier lease for the Preschool. Pricing is from State Wide Contract at \$53.57 per month plus copy charges.

Commissioner Yager made a motion to approve as a group and forward to County Commission with a recommendation for approval. Commissioner Denenberg seconded the motion. Motion passed unanimously.

**B. Contracts Pending Law Director Approval**

1. **Tennessee Emergency Management Agency, EMA, Contract #23-0007** – One-year grant for off-site emergency planning and response. Pass through funding from the Department of Energy.

Commissioner Mead made a motion to approve and forward to County Commission with a recommendation for approval. Commissioner Yager seconded the motion. Motion passed unanimously.

2. **Cherokee Health, Board of Education, Contract #23-0008** – One-year contract for mental health licensed therapist. The cost is \$5,000 per therapist with a maximum amount of four therapists.

Commissioner Mead made a motion to approve and forward to County Commission with a recommendation for approval. Commissioner Yager seconded the motion. Motion passed unanimously.

3. **Browder Properties, Fleet Services, Contract #23-0009** – Three-year property lease for \$2026.33 per month.

Commissioner Mead made a motion to approve and forward to County Commission with a recommendation for approval. Commissioner Denenberg seconded the motion. Motion passed unanimously.

4. **Knox County Regional Forensic Center, Office of the Mayor, Contract #23-0010** – One-year contract for Medical Examiner Services with a base fee of \$33,333 per month. Commissioner Mead made a motion to approve and forward to County Commission with a recommendation for approval. Commissioner Yager seconded the motion. Motion passed unanimously.

5. **Covenant Homecare Hospice, EMS, Contract #23-0011** – One-year contract to provide non-emergency transportation services for fees. Commissioner Mead made a motion to approve and forward to County Commission with a recommendation for approval. Commissioner Yager seconded the motion. Motion passed unanimously.

6. **Canon, Finance Department, Contract #23-0012** – Five- year copier lease. Pricing is from State Wide Contract at \$51.16 per month plus copy charges. Current monthly payment is \$167. Commissioner Yager made a motion to approve and forward to County Commission with a recommendation for approval. Commissioner Denenberg seconded the motion. Motion passed unanimously.

#### **C. Other Business**

##### **1. Request to Surplus the following on govdeals:**

DESCRIPTION	DEPARTMENT	Condition	Starting Bid
2014 Ford Explorer	Sheriff	Running Condition. No rear interior (was K9 unit).	\$2000
2015 Dodge Charger	Sheriff	For parts only. No transmission. No engine	\$500

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

#### **D. New Business**

#### **E. Old Business**

# ANDERSON COUNTY GOVERNMENT SUMMARY OF BUDGET AMENDMENTS

August 8, 2022

<u>PAGE NO.</u>	<u>ITEM NO.</u>	<u>FUND - DEPARTMENT</u>	<u>AMOUNT</u>
<b>Group 1 Consent Agenda - Transfers (No Commission Action Necessary)</b>			
1	1	General Fund 101 - Register of Deeds	\$ 1,760.00
1	2	General Fund 101 - Motor Pool	\$ 20,000.00
2	3	Fund 141 - Fiscal Services	\$ 1,000.00
2	4	Fund 141 - Fiscal Services	\$ 5,000.00
<b>Group 2 - Appropriations - School (Commission Approval by Board Vote)</b>			
3	5	Fund 141 - Fiscal Services	\$ 11,597.00
3	6	Fund 141 - Fiscal Services	\$ 2,015,592.00
4	7	Fund 141 - Fiscal Services	\$ 6,255.00
5	8	Fund 141 - Fiscal Services	\$ 265,000.00
4	9	Fund 141 - Special Education	\$ 80,000.00
5	10	Fund 141 - Federal Programs	\$ 525,363.00
<b>Group 3 - Transfers - School (Commission Approval by Board Vote)</b>			
<b>Group 4 - Appropriations - NonSchool (Commission Approval by Board Vote)</b>			
6	12	General Fund 101 - Drug Court	\$ 31,680.00
7	13	General Fund 101 - County Clerk	\$ 3,500.00
7	14	General Fund 101 - County Clerk	\$ 1,600.00
7	15	Fund 131 - Highway	\$ 32,700.00
8	16	Fund 128 - Tourism	\$ 25,000.00
8	17	Fund 128 - Tourism	\$ 40,790.00
9	18	Fund 128 - Tourism	\$ 9,500.00
9	19	General Fund 101 - EMA	\$ 44,250.00
10	22	ARP Fund 121 - Finance/General Administration	\$ 3,501,226.00
11	23	ARP Fund 121 - Mayor/General Administration	\$ 989,900.00
13	26	ARP Fund 121 - Finance/General Administration	\$ 480,000.00
13	27	General Fund 101 - Finance	\$ 135,813.00
14	28	General Fund 101 - County Clerk	\$ 1,300.00
14	29	General Fund 101 - Animal Control	\$ 10,000.00
<b>Group 5 - Transfers - NonSchool (Commission Approval by Board Vote)</b>			
6	11	General Fund 101 - Drug Court/Finance/Payroll	\$ 2,318.00
12	25	General Fund 101 - Juvenile/Safe Baby Court Grant/Payroll	\$ 8,253.00
<b>Group 6 - Appropriations - General Fund Unassigned Fund Balance (Commission Approval by Board Vote)</b>			
9	20	General Fund 101 - County Commission	\$ 1,000.00
10	21	General Fund 101 - County Commission	\$ 5,922.00
12	24	General Fund 101 - Animal Control	\$ 7,666.25
<b>Group 7 - Miscellaneous</b>			
14	A	New Business - 4 Budget Amendments	Motion Passed
15	B	Old Business/ FY 22/23 Budget Approval From State Comptroller	No Action

**ANDERSON COUNTY GOVERNMENT  
CASH AND FUND BALANCE REPORT  
July 31, 2022**

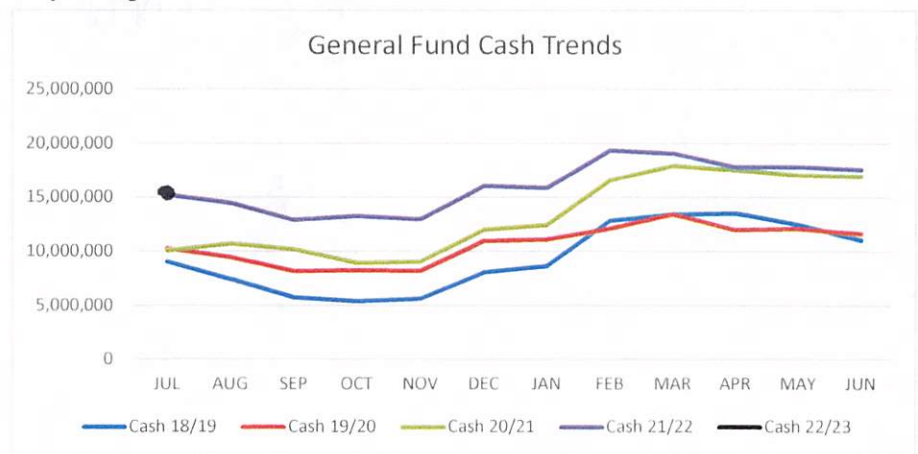
FUND	DESCRIPTION	NON- SPENDABLE	RESTRICTED FUNDS	COMMITTED FUNDS	ASSIGNED FUNDS	UNASSIGNED FUND BALANCE	TOTAL FUND BALANCE	CASH
101	General Fund	\$ -	\$ 967,726	\$ 1,697,765	\$ 3,114,882	\$ 6,998,417 *	\$ 12,778,790	\$ 15,379,674
115	Library Fund	\$ -	\$ 270,682		\$ -	\$ -	\$ 270,682	\$ 366,791
116	Solid Waste/Sanitation Fund	\$ -	\$ 147,087	\$ -	\$ -	\$ -	\$ 147,087	\$ 419,947
118	Ambulance Fund	\$ -		\$ -	\$ -	\$ 930,818	\$ 930,818	\$ 826,389
121	American Rescue Plan							\$ 6,641,768
122	Drug Control Fund	\$ -	\$ 155,927	\$ 8,754	\$ -	\$ -	\$ 164,681	\$ 170,058
127	Channel 95 Fund	\$ -	\$ -	\$ -	\$ 62,520	\$ -	\$ 62,520	\$ 70,637
128	Tourism Fund	\$ -	\$ 237,796	\$ -	\$ 200,000	\$ -	\$ 437,796	\$ 535,453
131	Highway Fund	\$ 44,257	\$ 269,737	\$ 650,889	\$ -	\$ -	\$ 964,883	\$ 4,661,125
141	General Purpose School Fund	\$ -	\$ -	\$ 10,783,248	\$ -	\$ -	\$ 10,783,248	\$ 15,199,386
143	Central Cafeteria	\$ 144,351	\$ 1,784,310	\$ -	\$ -	\$ -	\$ 1,928,661	\$ 3,458,887
151	General Debt Service Fund	\$ -	\$ 741,829	\$ -	\$ -	\$ -	\$ 741,829	\$ 591,375
152	Rural Debt Service Fund	\$ -	\$ 289,395	\$ -	\$ -	\$ -	\$ 289,395	\$ 372,911
156	Education Debt Service Fund	\$ -	\$ 178,151	\$ 118,995	\$ -	\$ -	\$ 297,146	\$ 381,084
171	Capital Projects Fund	\$ -	\$ 145,395	\$ -	\$ -	\$ -	\$ 145,395	\$ 229,334
177	Education Capital Projects Fund		\$ 433,687	\$ -	\$ -	\$ -	\$ 433,687	\$ 424,676
263	Employee Benefit Fund	\$ 38,412	\$ -	\$ -	\$ 1,493,558	\$ -	\$ 1,531,970	\$ 1,432,823

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

**Cash Trends**

July

Cash 18/19	9,055,262
Cash 19/20	10,272,483
Cash 20/21	10,101,594
Cash 21/22	15,225,725
Cash 22/23	15,379,674



2021	Anderson Co.	Clinton	Rocky Top	Norris	Oak Ridge	Oliver Springs	Out of State	Total	
January	\$691,871.40	\$854,569.43	\$85,449.26	\$50,747.19	\$3,189,118.59	\$109,064.61	\$0.00	\$4,980,820.48	7%
February	\$413,424.62	\$676,048.10	\$92,017.51	\$35,736.38	\$2,257,224.79	\$98,481.85	\$0.00	\$3,572,933.25	9%
March	\$488,539.04	\$647,647.04	\$71,405.00	\$30,856.85	\$2,310,754.03	\$85,812.20	\$0.00	\$3,635,014.16	34%
April	\$624,772.56	\$812,005.66	\$97,027.21	\$40,761.43	\$2,716,162.53	\$112,327.65	\$0.00	\$4,403,057.04	34%
May	\$673,349.68	\$807,388.91	\$95,601.75	\$38,539.38	\$2,616,176.72	\$98,852.41	\$0.00	\$4,329,908.85	43%
June	\$615,785.15	\$796,440.98	\$93,263.38	\$41,701.20	\$2,591,565.86	\$99,347.49	\$0.00	\$4,238,104.06	24%
July	\$407,603.66	\$785,470.40	\$91,806.89	\$40,670.36	\$2,432,412.87	\$94,819.67	\$0.00	\$3,852,783.85	12%
August	\$456,077.54	\$802,749.42	\$97,586.84	\$43,571.75	\$2,182,189.29	\$97,660.79	\$44,262.69	\$3,724,098.00	5%
September	\$539,632.32	\$755,635.19	\$83,993.88	\$40,787.96	\$2,178,398.70	\$98,324.41	\$50,309.65	\$3,747,082.11	16%
October	\$470,538.70	\$752,477.64	\$85,136.07	\$39,407.18	\$2,206,948.54	\$93,698.08	\$47,405.21	\$3,695,611.42	4%
November	\$467,327.65	\$798,314.42	\$87,797.36	\$39,262.25	\$2,481,292.11	\$96,989.76	\$1,278.48	\$3,972,262.03	9%
December	\$483,069.51	\$810,960.52	\$91,963.07	\$41,383.87	\$2,371,212.97	\$101,528.62	\$58,556.19	\$3,958,674.75	39%
Totals:	\$6,331,991.83	\$9,299,707.71	\$1,073,048.22	\$483,425.80	\$29,533,457.00	\$1,186,907.54	\$201,812.22	\$48,110,350.00	18%
2022	Anderson Co.	Clinton	Rocky Top	Norris	Oak Ridge	Oliver Springs	Out of State	Total	
January	\$615,812.45	\$892,295.96	\$93,316.61	\$49,900.80	\$2,843,125.00	\$115,470.14	\$75,812.88	\$4,685,733.84	-6%
February	\$429,817.27	\$717,851.17	\$74,136.05	\$35,394.82	\$2,050,119.71	\$95,164.41	\$67,621.40	\$3,470,104.83	-3%
March	\$454,447.30	\$737,632.32	\$75,731.20	\$36,509.28	\$2,015,353.91	\$99,798.51	\$61,122.57	\$3,480,595.09	-4%
April	\$516,120.20	\$864,568.13	\$89,467.15	\$41,931.81	\$2,363,098.83	\$131,877.27	\$48,259.23	\$4,055,322.62	-8%
May	\$512,950.86	\$870,049.07	\$89,986.89	\$44,955.50	\$2,368,033.04	\$111,782.29	\$32,120.00	\$4,029,877.65	-7%
June	\$536,246.75	\$875,800.86	\$89,968.58	\$44,156.55	\$2,234,073.90	\$128,706.59	\$96,826.52	\$4,005,779.75	-5%
July							\$0.00		-100%
August							\$0.00		-100%
September							\$0.00		-100%
October									-100%
November									-100%
December									-100%
Totals:									-100%

- 12%

Local Option Sales Tax - Total Net Collections

Month	CY 2019	CY 2020	CY 2021	CY 2022
January	\$3,200,000	\$4,500,000	\$4,800,000	\$4,500,000
February	\$2,500,000	\$3,200,000	\$3,500,000	\$3,500,000
March	\$2,500,000	\$2,500,000	\$3,500,000	\$3,500,000
April	\$2,800,000	\$3,200,000	\$4,200,000	\$4,000,000
May	\$2,800,000	\$3,000,000	\$4,000,000	\$4,000,000
June	\$3,000,000	\$3,200,000	\$3,800,000	\$4,000,000
July	\$2,800,000	\$3,200,000	\$0.00	\$3,800,000
August	\$3,200,000	\$3,500,000	\$0.00	\$3,500,000
September	\$3,000,000	\$3,200,000	\$0.00	\$3,500,000
October	\$2,800,000	\$3,500,000	\$0.00	\$3,500,000
November	\$3,200,000	\$3,500,000	\$0.00	\$3,500,000
December	\$3,500,000	\$2,800,000	\$0.00	\$3,500,000

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## BUDGET COMMITTEE MINUTES

### AUGUST 8, 2022

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#### Members Present:

Shain Vowell, Commissioner – Chairman  
Catherine Denenberg, Commissioner  
Jerry Creasey, Commissioner  
Bob Smallridge, Commissioner  
Robert Jameson, Commissioner  
Jerry White, Commissioner

#### Members Absent:

Chuck Fritts, Commissioner  
Denver Waddell, Commissioner

Meeting Facilitator: Robby Holbrook, Finance Director

## TRANSFERS (Approved through Consent Agenda)

**THE 1<sup>st</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Tim Shelton, Register of Deeds, that the following **TRANSFER** in General Fund 101 be approved.

#### Decrease Expenditure Code:

101-51600-337	Maintenance & Repair Services	\$1,760.00
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#### Increase Expenditure Codes:

101-51600-799	Capital Outlay	\$1,260.00
101-51600-351	Rentals	<u>500.00</u>
		\$1,760.00

Justification: Book restoration and new copy machine lease.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer requests.

**THE 2<sup>nd</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from John Vickery, Motor Pool, that the following **TRANSFER** in General Fund 101 be approved.

#### Decrease Expenditure Code:

101-54900-453	Vehicle Parts	\$20,000.00
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#### Increase Expenditure Codes:

101-54900-709	Data Processing Equipment	\$5,000.00
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101-54900-790	Other Equipment	<u>15,000.00</u>
		\$20,000.00

Justification: Increase 709 and 790 to replace computers, office furniture and equipment that was a total loss during 7/20/2022 storms that flooded the shop. We will be receiving insurance money to replace the money from 453.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer requests.

**THE 3<sup>rd</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Julie Minton, Fiscal Services, that the following **TRANSFER** in General Purpose School Fund 141 be approved.

Increase Expenditure Code:

141-72120-524-COSH	Staff Development	\$1,000.00
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Decrease Expenditure Code:

141-72120-499-COSH	Other Materials and Supplies	\$1,000.00
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Justification: To transfer funds for conference fees for Coordinated School Health related events.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer requests.

**THE 4<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Julie Minton, Fiscal Services, that the following **TRANSFER** in General Purpose School Fund 141 be approved.

Increase Expenditure Code:

141-72250-599	Other Charges	\$5,000.00
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Decrease Expenditure Code:

141-72250-499	Other Materials and Supplies	\$5,000.00
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Justification: To transfer funds for additional insurance costs needed to cover student chrome books.

Motion by Commissioner Bob Smallridge, seconded by Commissioner Catherine Denenberg, and passed to approve the transfer requests.

**APPROPRIATIONS      REQUIRING      FULL      COMMISSION  
APPROVAL**

**THE 5<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Julie Minton, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$11,597.00
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Increase Expenditure Codes:

141-72250-136	Audiovisual Personnel	\$10,200.00
141-72250-201	Social Security	635.00
141-72250-204	State Retirement	612.00
141-72250-212	Medicare	<u>150.00</u>
		\$11,597.00

Justification: To appropriate funds for the ACTV Administrator, who is also an employee of Anderson County Schools. These costs have been assumed by Anderson County Schools in lieu of increasing the contribution level. The assumption of these costs will continue as long as the ACTV Administrator continues employment with Anderson County Schools.

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

**THE 6<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Julie Minton, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Decrease Reserve Code:

141-39000	Unrestricted Fund Balance	\$2,015,592.00
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Increase Expenditure Codes:

141-71900-188	Bonus Payments	\$1,732,500.00
141-71900-201	Social Security	107,415.00
141-71900-204	State Retirement	150,555.00
141-71900-212	Medicare	<u>25,122.00</u>
		\$2,015,592.00

Justification: To appropriate funds for bonus payments to Anderson County Schools employees. Full time employees will receive \$1500 and part time employees as well as new employees will receive \$750.00.

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

**THE 7<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Julie Minton, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$6,255.00
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Increase Expenditure Codes:

141-73100-105	Supervisor	\$5,500.00
141-73100-201	Social Security	345.00
141-73100-204	State Retirement	330.00
141-73100-212	Medicare	<u>80.00</u>
		\$6,255.00

Justification: To appropriate funds to equalize the salary compensation of the Child Nutrition Director for Anderson County Schools.

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

**THE 8<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Julie Minton, Fiscal Services, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Decrease Reserve Code:

141-39000	Unrestricted Fund Balance	\$265,000.00
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Increase Expenditure Code:

141-71100-429	Instructional Materials and Supplies	\$250,000.00
141-71100-499	Other Materials and Supplies	<u>15,000.00</u>
		\$265,000.00

Justification: To appropriate funds for school supplies for each student, \$40, and supplies for new teachers, \$100.

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

**THE 9<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Kim Towe, Special Education, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Increase Revenue Code:

141-43551-SEFFS	School Based Health Services	\$80,000.00
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Increase Expenditure Codes:

141-71200-399-SEFFS	Other Contracted Services	\$40,000.00
141-71200-429-SEFFS	Instructional Supplies & Materials	30,000.00
141-71200-499-SEFFS	Other Supplies & Materials	5,000.00
141-71200-524-SEFFS	Staff Development	<u>5,000.00</u>
		\$80,000.00

*Justification:* To appropriate funds to pay Access Medical for their contracted 20% service fee from funds generated from the reimbursement to access students' insurance companies for services provided by our speech pathologists, occupational therapists, and physical therapists. Also for supplies and staff development for the special education department.

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

**THE 10<sup>th</sup> ITEM** to be presented to the Anderson County Budget Committee, was a written request from Katrina Oakley, Federal Programs, that the following **APPROPRIATION** in General Purpose School Fund 141 be approved.

Increase Revenue Codes:

141-46590	Lottery for Education Afterschool Programs	\$525,363.00
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Decrease Expenditure Codes:

141-71400-105	Program Director	\$18,772.00
141-71400-116	Teacher Salaries	210,000.00
141-71400-162	Clerical Personnel	11,400.00
141-71400-163	Classified	70,500.00
141-71400-189	Other Salaries & Wages- Site Coordinators	131,670.00
141-71400-201	Social Security-6.2%	27,425.20
141-71400-204	Retirement-8.69%	38,439.52
141-71400-212	Medicare-1.45%	6,413.96
141-71400-355	Travel	1,500.00
141-71400-422	Food Supplies	2,000.00
141-71400-429	Instructional Supplies & Materials	<u>7,242.32</u>
		\$525,363.00

*Justification:* To budget 2022-2023 allocations for the LEAPS Grant, which provides after school programming at Briceville, Claxton, Dutch Valley, Grand Oaks, Norris, Norwood Elementary, Clinton, and Norwood Middle.

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

**THE 11<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Winnie Gadd/Randy Walters, Drug Court Grant/ Finance, that the following **TRANSFER (PAYROLL)** in General Fund 101 be approved.

**Increase Expenditure Codes:**

101-53330-105	Supervisor/Director	\$2,033.00
101-53330-201	Social Security	125.00
101-53330-204	Retirement	121.00
101-53330-209	Short-Term Disability	9.00
101-53330-212	Medicare	<u>30.00</u>
		\$2,318.00

**Decrease Expenditure Codes:**

101-53330-207	Medical Insurance	\$613.00
101-53330-499	Other Supplies & Materials	<u>1,705.00</u>
		\$2,318.00

**Justification:** Consistent with other county employees' current FY salary increase, this amendment will fund a 5.0% salary increase for the Recovery Court Coordinator. Funding will come from Grantor shifting funds from Other Supplies and Materials to salary and benefits codes.

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

**THE 12<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Winnie Gadd, Drug Court, that the following **APPROPRIATION** in General Fund 101 be approved.

**Increase Expenditure Code:**

101-53300-399-2000	Drug Court-Other Contracted Services	\$31,680.00
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**Decrease Reserve Code:**

101-39000	Restricted-Drug Court-Drug Court Assessment Fees	\$31,680.00
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(Amendment will be from 101-34520-3000 Restricted-Drug Court- Drug Court Assessment Fees and a JE will replenish the reserve for 39000)

**Justification:** Funding for a one year contract for a part-time counselor in the Recovery Court Program.

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

**THE 13<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Jeff Cole, County Clerk, that the following **APPROPRIATION** in General Fund 101 be approved.

**Increase Revenue Code:**

101-46990-6000	Bus. Tax Process Fee	\$3,500.00
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**Increase Expenditure Code:**

101-52500-335	Maint & Repair	\$3,500.00
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**Justification:** Computer wiring for driver's license Norris and Clinton.

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

**THE 14<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Jeff Cole, County Clerk, that the following **APPROPRIATION** in General Fund 101 be approved.

**Increase Revenue Code:**

101-43396	Data Processing Fee	\$1,600.00
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**Increase Expenditure Code:**

101-52500-399	Service Contracts	\$1,600.00
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**Justification:** To pay monthly printer leases till 6/30/2023.

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

**THE 15<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Gary Long, Road Superintendent, that the following **APPROPRIATION** in Highway Fund 131 be approved.

**Increase Expenditure Codes:**

131-61000-719	Office Equipment	\$4,000.00
131-63100-336	Maintenance & Equipment Repair	25,000.00
131-63100-399	Other Contracted Services	<u>3,700.00</u>
		\$32,700.00

**Decrease Reserve Code:**

131-34550	Restricted for Hwy	\$32,700.00
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**Justification:** The office equipment is for the server that runs the software for ACHD.

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

**THE 16<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Stephanie Wells, Tourism, that the following **APPROPRIATION** in Tourism Fund 128 be approved.

Increase Expenditure Code:

128-58110-799	Tourism Development Projects	\$25,000.00
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Decrease Reserve Code:

128-34535	Tourism Restricted Fund Balance	\$25,000.00
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*Justification:* The Tourism Development Fund was approved by the Tourism Council at the April Board meeting and the funds are to be used for capital tourism related projects. The project must be conducted on public property that could be owned by the state, county or one of the five cities within Anderson County or relating to a nonprofit organization and must comply with all county and state laws and guidelines.

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

**THE 17<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Stephanie Wells, Tourism, that the following **APPROPRIATION** in Tourism Fund 128 be approved.

Increase Expenditure Codes:

128-58110-162	Clerical	\$30,000.00
128-58110-201	Social Security	2,170.00
128-58110-204	State Retirement	1,400.00
128-58110-206	Life Insurance	78.00
128-58110-209	Short Term Disability	165.00
128-58110-210	Unemployment Compensation	28.00
128-58110-212	Employer Medicare	508.00
128-58110-316	Anderson County Chamber Contribution	5,856.00
128-58110-510	Trustee Commission	585.00
		<u>\$40,790.00</u>

Increase Revenue Code:

128-40220	Hotel Motel Tax	\$40,790.00
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*Justification:* Increasing revenue and expenses for the Sales and Event position.

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

**THE 18<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Stephanie Wells, Tourism, that the following **APPROPRIATION** in Tourism Fund 128 be approved.

Increase Expenditures Code:

128-58110-799-TDOT	Love TN Byways Grant	\$9,500.00
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Increase Revenue Code:

128-46980-TDOT	Love TN Byways Grant Revenue	\$9,500.00
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*Justification:* The Love TN Grant will be used on beautification efforts along the Norris Freeway National Scenic Byway.

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

**THE 19<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Steve Payne, EMA, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Revenue Codes:

101-47590	Other Fed/Through State	\$16,000.00
101-47235	Home Land Security Grants	<u>\$28,250.00</u>
		\$44,250.00

Increase Expenditure Codes:

101-54410-499-DOE	Other Supplies & Materials	\$16,000.00
101-54410-499-DHS	Other Supplies & Materials	<u>28,250.00</u>
		\$44,250.00

*Justification:* DOE Grant to purchase hazmat/decon trailer to respond to any DOE event. The Homeland Security Grant will be used to purchase radios for Anderson Co & Dist 2 DHS.

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

**THE 20<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Annette Prewitt, County Commission, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-51100-399	Other Contracted Services	\$1,000.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$1,000.00
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Justification: To pay printer lease August 1, 2022 through June 30, 2023.

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

**THE 21<sup>st</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Annette Prewitt, County Commission, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-51100-709	Data Processing Equipment	\$5,922.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$5,922.00
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Justification: To purchase new iPads for Commissioners.

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

**THE 22<sup>nd</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance Director, that the following **APPROPRIATION** in Fund 121 be approved.

Increase Expenditure Codes:

121-91401-718-11801	EMS Ambulances for 2 years	\$1,357,726.00
121-58836-599-11802	EMS Budget Fund Balance	280,000.00
	Adjustment-Dispatch/Workers Comp	
121-91401-732-FJC01	Family Justice Center Building Purchase	175,000.00
121-91401-718-SD002	Sheriff Vehicles for 2 years	900,000.00
121-91401-718-GA004	Other Vehicles on Capital Requests	225,000.00
121-91401-709-GA005	IT Infrastructure-Multi Factor	150,000.00
	Authentication, Switches, IT Capital	
	Needs	
121-91401-799-GA006	Oak Ridge Fire Dept. Training Center	273,500.00
	(Supports all VFD's & Cities)	
121-91401-731-GA007	Election Office Digital Poll Books	100,000.00

121-91401-799-GA008 Other County Capital Outlay Requests 40,000.00  
(Judge's \$10,000 from operations) \$3,501,226.00

Decrease Reserve Code:

121-34512 Restricted for Gen Govt-American \$3,501,226.00  
Rescue Plan Act

*Justification:* Appropriate ARP funding for County services as requested from County Commission ARP Workshop.

Motion by Commissioner Robert Jameson, seconded by Commissioner Bob Smallridge for discussion.

Motion to amend, by removal of the last two line items, by Commissioner Bob Smallridge failed for lack of a 2<sup>nd</sup>.

Motion to amend, by including the first four line items only, by Commissioner Jerry White failed for lack of a 2<sup>nd</sup>.

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

Voting No: Commissioner Jerry White

**THE 23<sup>rd</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, General Administration, that the following **APPROPRIATION** in Fund 121 be approved.

Increase Expenditure Code:

121-91401-707-GA004 New Witness Rooms/Archives \$989,900.00  
Reconfiguration

Decrease Expenditure Code:

121-58836-790 American Rescue Plan Act Grant \$989,900.00  
#6 ARP Funds

*Justification:* Received 4 bids for the construction and completion of the court-requested witness rooms, Archives relocation to 1<sup>st</sup> floor/concrete foundation. Commission has authorized various phases of this project, from room assignment changes to tenant relocations, to architectural fees, to design and ADA. Construction involves reduction of County Clerk space and shift to accommodate Archives. All three spaces will be modernized to eliminate existing ADA deficiencies; security will be enhanced for Archives; privacy component added for County Clerk dealing with confidential information. This request is to award bid. State law encourages all counties in TN to provide safe space for witnesses; we have structural report noting weight issues for third floor space that was constructed only for human occupation.

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

Voting No: Commissioner Jerry White

**THE 24<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Animal Control, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-55120-790	Animal Control-Other Equipment	\$7,666.25
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$7,666.25
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**Justification:** Quote for purchase of cameras and a new port switch at Animal Control.

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

**THE 25<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Tracy Spitzer, Juvenile Court-Safe Baby Court Grant, that the following **TRANSFER (PAYROLL)** in General Fund 101 be approved.

Increase Expenditure Codes:

101-53500-105-SAFEB	Supervisor/Director	\$2,009.00
101-53500-189-SAFEB	Other Salaries and Wages	2,007.00
101-53500-201-SAFEB	Social Security	248.00
101-53500-204-SAFEB	State Retirement	240.00
101-53500-209-SAFEB	ST Disability	19.00
101-53500-212-SAFEB	Employer Medicare	58.00
101-53500-499-SAFEB	Other Supplies and Materials	1,471.00
101-53500-524-SAFEB	Staff Development	1,000.00
101-53500-599-SAFEB	Other Charges	<u>1,471.00</u>
		\$8,523.00

Decrease Expenditure Codes:

101-53500-207-SAFEB	Medical Insurance	\$7,523.00
101-53500-355-SAFEB	Travel	<u>1,000.00</u>
		\$8,523.00

**Justification:** The Grantor has allowed reallocation of the budget to accommodate salary increases.

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

**THE 26<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance Director, that the following **APPROPRIATION** in Fund 121 be approved.

**Increase Expenditure Codes:**

121-91401-791-GA009	Public Utility Projects-Other Construction CDBG Waterline Project	\$450,000.00
121-91401-399-GA010	Public Utility Projects-Other Contracted Services	<u>\$30,000.00</u> \$480,000.00

**Decrease Reserve Code:**

121-34512	Restricted for Gen Govt-American Rescue Plan Act	\$480,000.00
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**Justification:** Appropriate ARP funding for County services as requested from County Commission ARP Workshop.

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

**THE 27<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Robby Holbrook, Finance Director, that the following **APPROPRIATION** in General Fund 101 be approved.

**Increase Expenditure Code:**

101-54410-316	Civil Defense-Contributions Firetruck Purchase for Andersonville	\$135,813.00
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**Decrease Reserve Code:**

101-39000	Unassigned Fund Balance	\$135,813.00
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**(Amendment will be from 101-34625-5000 Committed Fire Truck Contribution and a JE will replenish the reserve for 39000)**

**Justification:** Appropriation to move last year's funds for Andersonville's firetruck to the FY 22/23 budget.

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

**THE 28<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Jeff Cole, County Clerk, that the following **APPROPRIATION** in General Fund 101 be approved.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$1,300.00
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(Amendment will be from 101-34515 County Clerk Data Processing-Restricted and a JE will replenish the reserve for 39000)

Increase Expenditure Code:

101-52500-709	Data Processing Equipment	\$1,300.00
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Justification: Emergency replacement of PC for County Clerk Office.

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

**THE 29<sup>th</sup> ITEM**, to be presented to the Anderson County Budget Committee, was a written request from Mayor Terry Frank, Mayor's Office, that the following **APPROPRIATION** in General Fund 101 be approved.

Increase Expenditure Code:

101-55120-499	Animal Control-Other Supplies & Materials	\$10,000.00
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Decrease Reserve Code:

101-39000	Restricted For Public Health & Welfare-Animal Holding	\$10,000.00
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(Amendment will be from 101-34530-ANML Restricted for Public Health & Welfare-Animal Holding and a JE will replenish the reserve for 39000)

Justification: To purchase air unit and new refrigerator plus other supplies needed as identified by Veterinarian Consultant Dr. Garrett.

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

**SECTION A, New Business**

Finance Director Robby Holbrook presented a request for appropriating ARP funding for county services, as requested from the County Commission ARP Workshop.

This is reflected as the “26<sup>th</sup> item” above.

Finance Director Robby Holbrook presented a request for moving last year’s funds for Andersonville’s firetruck to FY22/23.

This is reflected as the “27<sup>th</sup> item” above.

Finance Director Robby Holbrook presented a request for emergency replacement of PC for the County Clerk Office.

This is reflected as the “28<sup>th</sup> item” above.

Finance Director Robby Holbrook presented a request for equipment and supplies for Animal Control.

This is reflected as the “29<sup>th</sup> item” above.

#### **SECTION B, Old Business**

1. Finance Director Robby Holbrook announced that the Office of the Tennessee Comptroller of the Treasury has approved Anderson County’s fiscal year 2023 budget. Additionally, the budget was submitted to the state and approved prior to June 30, 2022.

No action taken.

2. Mayor Terry Frank and County Health Director Charles Turner provided an update on the renovation project at the county health department.

No action taken.

Meeting Adjourned.



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Robby Holbrook, Finance Director

**ANDERSON COUNTY BOARD OF EDUCATION  
101 S. Main Street  
Clinton, TN 37716  
Board of Education Meeting  
July 14, 2022  
6:00 PM**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
John Burrell, Chairman	√	
Don Bell		√
Dail Cantrell	√	
Scott Gillenwaters	√	
Glenda Langenberg	√	
Andy McKamey, Vice Chairman	√	
Teresa Portwood	√	
Jo Williams	√	
Dr. Tim Parrott, Director	√	

**Student Board Members**

**OTHERS PRESENT**

Ryan Sutton, Greg Deal, Quinn Bender, Anne Ford, Kathryn Priced, Kristi Freels, Kim Towe, Paula Sellers, Katrina Oakley

**I. CALL TO ORDER**

Dr. Burrell, chairman, called the meeting to order at 6:03 PM as a regular monthly meeting of the Board of Education. Andy McKamey led the pledge of allegiance.

A resolution in honor of Sarah Burton, Clinton High School basketball player, was read by Dr. Parrott. **Motion** by Scott Gillenwaters and seconded by Jo Williams to approve the resolution. **Motion carried.**

Emily Bruner presented "Something Good," information on the ELL Program – summer outreach and academic support activities.

**II. RECOGNITION OF GUESTS – none**

**III. PERSONS TO BE HEARD** - none

**IV. APPROVAL OF AGENDA**

**Motion** by Scott Gillenwaters and seconded by Teresa Portwood to approve the agenda.  
**Motion carried.**

**V. APPROVAL OF CONSENT AGENDA**

A. Regular Meeting Minutes – June 9, 2022

B. Human Resources report

C. Student Services report - none

D. Field Trips - none

E. Policies for second reading – none

**Motion** by Teresa Portwood and seconded by Glenda Langenberg to approve the consent agenda. **Motion carried.**

**F. EXECUTIVE APPROVAL**

A. **Motion** by Jo Williams and seconded by Scott Gillenwaters to approve the 22-23 ACS recipient contract for delegate agency. **Motion carried.**

**VI. COMMENTS FROM THE CHAIR**

A. None.

**VII. COMMENTS FROM STUDENT BOARD MEMBERS**

A. None.

**IX. DIRECTOR'S REPORT**

Dr. Parrott stated it has been a busy summer with approximately \$13M in renovations - no money was borrowed, most came from ESSR funds; we have 65 new teachers this year; the administrative workshop will be held next week followed by the new teacher institute, then staff will be back and school begins.

**X. COMMITTEE REPORTS**

A. Scott Gillenwaters presented the Budget Committee report. **Motion** by Scott Gillenwaters and seconded by Jo Williams to approve a one-time bonus across the

board for all employees. **Motion carried.** The bonus will include \$1,000 for all individuals employed last year and \$500 for new or part-time employees.

**Motion** by Scott Gillenwaters and seconded by Teresa Portwood to approve a change in per diem effective immediately as follows:

- \$10 for breakfast (from \$8)
- \$15 for lunch (from \$12)
- \$25 for dinner (from \$20)

**Motion carried.** The change will allow the system's per diem to correspond with Anderson County Government's per diem.

**Motion** by Scott Gillenwaters and seconded by Teresa Portwood to allow each teacher in the system to receive \$40 per student for classroom supplies this year. **Motion carried.** These funds will help ensure our families are not burdened with the cost of supplies for their children.

Dr. Parrott stated when classified pay-scales changed we didn't include 2 holidays for those employees working 200 days or less. They will now have two holidays (MLK and President's Day); we are working to take better care of our employees.

- B. Jo Williams provided the Policy Committee report. **Motion** by Jo Williams and seconded by Glenda Langenberg to approve policies 1.102 Board Members; 1.104 Memberships; 1.105 School Board Legislative Involvement; 1.204 Board Member Development Opportunities; 3.202 Emergency Preparedness Plan; 4.101 Instructional Standards; 4.210 Credit Recovery; 4.212 Virtual Education; 4.402 Reconsideration of Textbooks and Instructional Materials; 4.403 Library Materials; 4.406 Use of Internet; 4.600 Grading Systems; 5.119 Employment of Retirees; 5.200 Separation Practices for Tenured Teachers; 5.201 Separation Practices for Non-Tenured Teachers; 5.701 Substitute Teachers; 6.200 Attendance; 6.318 Admission of Suspended or Expelled Students; 6.409 Reporting Child Abuse on first reading. **Motion carried.**

## **XI. ACTION ITEMS**

- A. **Motion** by Andy McKamey and seconded by Glenda Langenberg to approve 100-day contracts as presented and any others to be determined. **Motion carried.**

## **XII. APPROPRIATIONS**

### **Financial Report**

**Motion** by Scott Gillenwaters and seconded by Andy McKamey to approve budget appropriations 1 a – g. **Motion carried.**

### **Roll Call Vote**

Don Bell

Absent

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

**XIII. TRANSFERS**

None.

Adjourned at 6:25 PM.

---

Dr. John Burrell, Chairman

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Dr. Tim Parrott, Director of Schools



Office of the Director of Schools  
101 South Main Street, Suite 501  
Clinton, Tennessee 37716  
Office: (865) 463-2800  
Fax: (865) 457-9157

Dr. Tim Parrott, Director

## MEMORANDUM

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

FROM: Dr. Tim Parrott, Director of Schools *T. Parrott*

DATE: August 2022

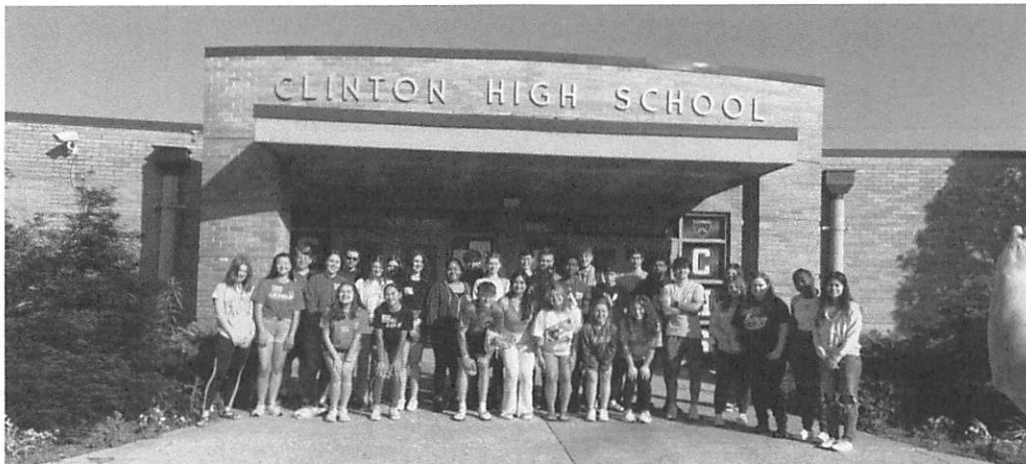
RE: Report to County Commission

### Attendance

Student enrollment is at 5944, up from the first day of school last year. Enrollment numbers will fluctuate the first few weeks of school as we continue to enroll new students in our community.

### GEAR UP TN

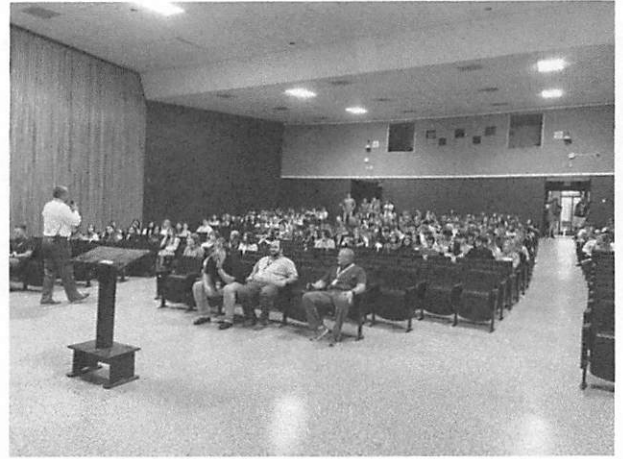
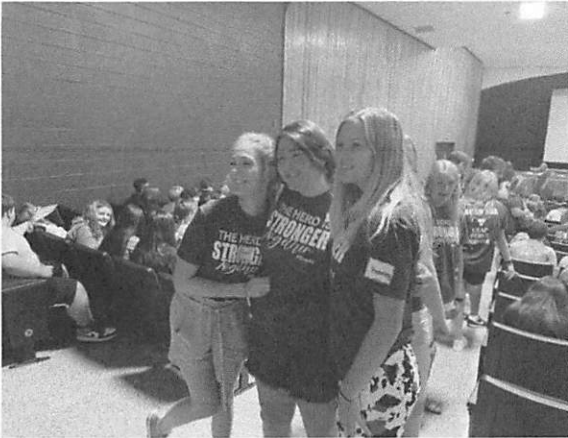
GEAR UP hosted its most impactful ACT summer camp in a decade. Four days of ACT with double math sessions focusing on Algebra and Geometry yielded increases of 2-6 points among June test takers. Thirty students participated in the event.



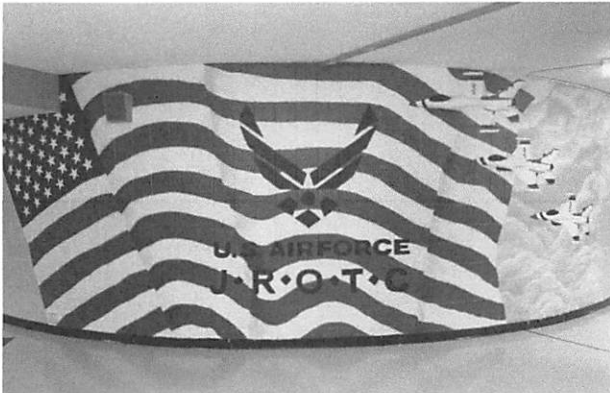
## Anderson County High School

Welcome to *Maverickland*, Class of 2026

On August 8 the newest Mavericks joined the herd! The freshmen class had Monday to get acquainted with high school life. Student government and Moo Crew showed them the way by talking to and doing activities with them. Mrs. Irwin went over the code of conduct explaining the high expectations we have for student behavior and academics!



## Clinton High School

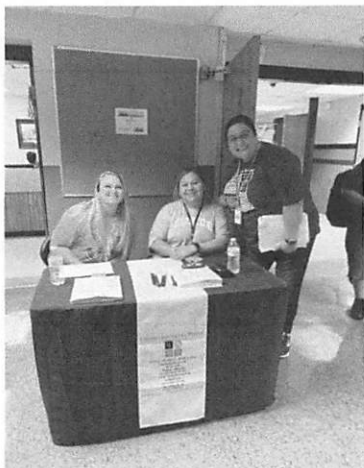


The Clinton High School Art Department painted this awesome mural for our Air Force Junior ROTC Program this past spring. We (Clinton HS AFJROTC) sent it to our AFJROTC HQ to let them know how great this looked and the buzz it generated on campus. The HQ's folks called immediately and asked if they could make this picture the cover page for the entire AFJROTC! Thanks, Ms. Amber Wall, our Art teacher, and her art students!

## MIDDLE SCHOOLS

### Clinton

#### Hawk Day 2022



Our first community event of 2022 brought our teachers, students, and families together after a much needed summer break. Parents and students came to Clinton Middle on *Hawk Day* to meet new teachers and staff, and to get connected with our new principal, April Meyers. Grade level students met in the auditorium for introductions to their team while others throughout the building enjoyed snacks provided by our culinary arts department, explored options for clubs and related arts, and met a few new friends along the way. We can't



wait to get our students back in the building next week and kick off the new school year. #together we fly



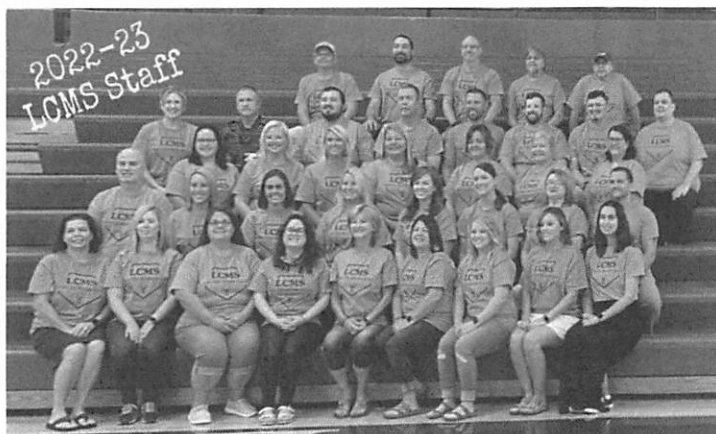
### Lake City



Lake City Middle School is grateful for the community support they were given during their first week back to school! Main Street Baptist Church generously hosted a Buddy's BBQ lunch on Wednesday, August 3.

Clinch River Baptist Church hosted a covered dish lunch the following day, Thursday, August 4.

The kind folks at Island Ford Church brought in beautiful gift baskets for the new teachers in the building. We are thankful for the amazing people in this area that continue to support us year after year with their time and energy.



## Norwood



Thanks to the maintenance department for all of their hard work this summer, Norwood Middle has a brand new floor in our library! Our students will enjoy their books in the renovated library space.

Norwood Middle and Norwood Elementary enjoyed a back-to-school cookout. Welcome to all of our new Norwood staff members!



## Preschool



Employee Child Care (ECC) is up and running at its second location in Andersonville. Having two ECC classrooms, one at Andersonville and one at Claxton, allows the program to provide high-quality early childhood education to thirty-two infants and toddlers who are the children or grandchildren of Anderson County Schools' staff.



## Technology

Technology has enrolled and delivered 2,500 Chromebooks for elementary students and teachers; installed new nurse station computers and equipment at all schools; setup and rolled out our new Situational Awareness and Response Assistant (SARA) for every teacher and administrator in the district; participated in new teacher training and device set up for all new employees in the district.

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

101 South Main Street, Suite 310  
CLINTON, TENNESSEE 37716

N. JAY YEAGER  
Law Director

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

**MEMORANDUM**

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

**CC:** County Commission

**FROM:** N. Jay Yeager

**DATE:** August 10, 2022

**RE:** Law Director's Report – August 15, 2022 – County Commission Meeting

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**Please add the following to the County Commission Agenda under the Law Director's Report.**

**A. Contract Approvals:**

1. Austin Eldridge- AC Government
2. Trinity Services- Inmate Meal Services
3. BlueCross BlueShield of TN- Human Resources
4. Status Solutions- Schools
5. Medibag Company- Health Dept.
6. Southern Health Partners (Inmate Health-Amendment #3) –Sheriff's Dept.
7. Southern Health Partners (Bill Scrubbing) –Sheriff's Dept.
8. Arwins Rx Prescription Program- Human Resources
9. Canon Solutions (pre School) - Schools
10. CareHere (Amendment #5) –Human Resources
11. Canon Solutions (Pre School) – Schools
12. State of TN Dept. of Health- Health Dept.
13. Care Solace (Revised) – Schools
14. Fusioncorp- Animal Shelter
15. Ridgeview- Schools
16. Lucid Flowcharts & Aerohive- IT Dept.
17. Everyday Speech- Schools
18. Brightly Software- Schools
19. Vernier Software- Schools

20. Follett Library- Schools
21. Tele-Acoustics –Schools
22. Geo Services- Mayor’s Office
23. TN Board of Alcohol and Drug Abuse Counselors –Drug Court
24. Velocity- Schools
25. Squarespace- Family Justice Center
26. TEMA (DOE Pass-Through Funding) –EMA
27. Cherokee Health- Schools
28. Browder Properties Lease- Fleet Services
29. Regional Forensic Center Medical Examiner –AC Government
30. KAMI- Schools
31. Covenant Homecare Hospice- EMS
32. Holston Gasses- EMS
33. Norvex Supply- Sheriff’s Dept,
34. Canon Solutions- Finance Dept.
35. Delta Dental of TN- Human Resources
36. Arizona College of Nursing- Schools
37. Josie West Employment Contract – Drug Court

**B. Anderson County Zoning and Property Maintenance Violations**

**Resolved Violations:**

1. 116 Webster Lane, Wayne Dotson
2. 3075 Lake City Highway, Wilson Gadd, Jr.
3. 148 Duke Street, Candy Raines
4. 1030 Cove Lane, Mellissa Duncan

**Newly Opened:**

1. 133 Earl Lane, Lewis Holdings, Inc., c/o James Lewis
2. 2102 Clinton Highway, Dorothy Buhl

**Default Judgments:**

1. Ronnie Trail

**Contempt:**

1. 2913 Hinds Creek, Nathan and Heather Cooper

**C. Delinquent Taxes**

1. Default Judgment for Service by Publication Entered on August 8, 2022, for 2018 City of Oak Ridge;
2. Default Judgment for Service by Publication Entered on August 8, 2022, for 2019 City of Oak Ridge;

**D. Norris Gardens TEFRA Loan Approval – Needs Commission Approval**

**E. EMS Medical Director Contract – Needs Commission Approval**

**F. Malpractice Case Update – Request for Executive Session (outside counsel present)**

**Courtesy Resolutions (9)**

# **Anderson County, Tennessee**

## **Board of Commissioners**

### **RESOLUTION NO: 22-8-949**

#### **A RESOLUTION OF THE COUNTY COMMISSION OF ANDERSON COUNTY, TENNESSEE RELATING TO A PROPOSED ISSUANCE OF BONDS BY THE HEALTH AND EDUCATIONAL FACILITIES BOARD OF THE COUNTY OF ANDERSON, TENNESSEE TO FINANCE THE ACQUISITION AND REHABILITATION OF NORRIS GARDENS**

**WHEREAS**, Norris Gardens II, LP, a Tennessee limited partnership (the "Borrower"), has requested The Health and Educational Facilities Board of the County of Anderson, Tennessee (the "Issuer") to issue up to \$6,000,000 of its revenue bonds (the "Bonds"), the proceeds of which will be loaned to the Borrower to finance the acquisition, rehabilitation and equipping of Norris Gardens, an approximately 51-unit housing facility for low and moderate-income citizens located in Anderson County, Tennessee (the "Project"), which Project is of the character and will accomplish the purposes of Part 3 of Chapter 101 of Title 48 of the Tennessee Code Annotated, as amended; and

**WHEREAS**, an applicable governmental unit is required to approve the issuance of the Bonds under Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), after a public hearing following reasonable public notice, which hearing may be held by the public authority issuing the Bonds or its designee; and

**WHEREAS**, on March 2, 2022, in accordance with the requirements of Section 147(f) of the Code, the Issuer held a public hearing at which a reasonable opportunity was provided for persons with differing views on the Bonds and the location and nature of the facilities to be financed by the Bonds, and the County Commission of Anderson County, Tennessee (the "Governing Body") has been informed of the substance of the public hearing and that there were no concerns or negative comments expressed by the public at the public hearing; and

**WHEREAS**, the Borrower has requested the Governing Body to approve the issuance of the Bonds to comply with Section 147(f) of the Code.

#### **NOW, THEREFORE, BE IT RESOLVED that:**

1. The Governing Body hereby approves the issuance of the Bonds by the Issuer to finance the Project. This approval is given pursuant to Section 147(f) of the Code.
2. The officers of Anderson County, Tennessee, Tennessee are authorized to execute and deliver all such certificates and statements as may be reasonably required in connection with the issuance of the Bonds.
3. The Governing Body approves and ratifies the holding of the public hearing under Section 147 of the Code by the Issuer on behalf of Anderson County, Tennessee.
4. This approval shall not in any manner obligate Anderson County, Tennessee for the payment of any Bonds, and the issuance of the Bonds shall in no event affect the

5. ability of Anderson County, Tennessee to issue bonds or other obligations or affect in any manner the tax-exempt status thereof.
6. All acts and doings of the officers and members of Anderson County, Tennessee that are in conformity with the purposes and intent of this resolution shall be, and the same hereby are, in all respects approved and confirmed.

**RESOLVED, DULY PASSED AND EFFECTIVE** this 15<sup>th</sup> day of August, 2022.

\_\_\_\_\_  
Joshua N. Anderson, Chair, AC Comm.

\_\_\_\_\_  
Terry Frank, County Mayor

ATTEST:

\_\_\_\_\_  
Jeff Cole, County Clerk

# CONTRACT FOR MEDICAL DIRECTOR SERVICES

## ADDENDUM

This Agreement is made on this the 19<sup>th</sup> day of May, 2020 between Anderson County, Tennessee, a governmental entity and political subdivision of the State of Tennessee (hereinafter, "County") and Southeastern Emergency Physicians, Inc. d/b/a TeamHealth Midsouth (hereinafter, "Contractor") and for good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

**Contractor Services. Contractor agrees to provide services to Anderson County Government, Emergency Medical Services in the form of Physician Services, "The Medical Director."**

**Standard of Performance.** Contractor agrees to perform the contract requirements in a manner consistent with the standard in the industry and to the satisfaction of the County. **To include, not limited by, the following:**

- **WHEREAS**, ACEMS operates an Emergency Medical Service, which requires oversight by a physician who has the training, experience, and qualifications necessary to practice such medical oversight.
- **WHEREAS**, Contractor supplies independent contractor physicians who agree to render emergency medical services. Contractor is willing to accept the responsibility of supplying a physician to serve as the Medical Director for ACEMS in accordance with the terms and conditions set forth in this Agreement.
- **Provision of Medical Director:** Contractor will provide to ACEMS a physician ("The Medical Director") to be the medical director for ACEMS' First Responders programs. The Medical Director, including any replacements for the Medical Director, shall be selected upon mutual agreement of ACEMS and Contractor. The Medical Director shall perform the duties as outlined herein. In the event the Medical Director is unavailable, Contractor shall provide a back-up physician, who shall also be selected upon mutual agreement of ACEMS and Contractor, to provide the duties of the Medical Director on a temporary basis.
- **Medical Director Qualifications:** The Medical Director shall be a graduate of an accredited medical college, licensed to practice medicine in the state of Tennessee.
- **Medical Director Duties:** Contractor shall cause the Medical Director to devote a reasonable number of hours per week to the performance of his duties as the Medical Director. Contractor and ACEMS shall from time-to-time reasonably determine the necessary and appropriate hours during which the Medical Director will provide the services herein. The duties of the Medical Director shall include:
  1. Directing the medical care of patients seen by ACEMS.
  2. Approving Standards/Protocols for ACEMS practices and practice guidelines.
  3. Providing supervision of emergency medical procedures.

**Purchase Order.** A purchase Order must be in place before services are rendered.

**Contractor Compensation.** Contractor shall be paid by the County within thirty (30) days of quarterly invoicing and delivery. The compensation to Contractor shall be **\$7,500.00 per quarter, four (4) payments per year, not to exceed \$30,000.00 per year.** Contractor **shall not** receive additional compensation for expenses including travel, hotel, food, etc.

## **CONTRACT FOR MEDICAL DIRECTOR SERVICES**

**Term.** The term of this agreement shall begin July 1, 2020, and shall end June 30, 2023, a duration of three (3) years.

**Release.** Contractor hereby agrees to release, indemnify, and hold County harmless from and against any and all claims, lawsuits, or the like associated with County's performance of this agreement, or as it relates to the past, present, or future financial condition of the County or the performance of Contractor's services under this Agreement.

**Default.** In the event of default by the Contractor hereto, the County may bring suit against the Contractor to enforce the terms of this Agreement. In such event, the prevailing party shall be entitled to recover any remedies available at law and/or equity including reasonable attorney's fees and costs associated with the default.

**No Oral Modification.** No modification, amendment, supplement to or waiver of this Agreement or any of its provisions shall be binding upon the parties hereto unless made in writing and duly signed by all the parties.

**Waiver.** A failure of any party to exercise any right provided for herein, shall not be deemed to be a waiver of any right hereunder.

**Entire Agreement.** This Agreement sets forth the entire understanding of the parties as to the subject matter and may not be modified except in a writing executed by all parties.

**Severability.** In the event any one or more of the provisions of this Agreement is invalid or otherwise unenforceable, the enforceability of the remaining provisions shall be unimpaired.

**Cancellation.** In the event any party materially breaches, defaults or fails to perform hereunder, this Agreement may be cancelled by the other party with cause on thirty (30) days written notice to the other, if the event constituting the breach, default, or failure is not cured during that time.

**Termination.** The County reserves the right to terminate this contract in whole or in part within thirty (30) days written notification to the contractor. In the event of termination, the County shall not be liable for any costs other than the cost of services performed and materials delivered and accepted prior to termination date.

**Exhibits.** Any Exhibits attached hereto or incorporated herein are made a part of this Agreement for all purposes. The expression "this Agreement" means the body of this Agreement and the Exhibits.

**Multiple Counterparts: Effectiveness.** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original for all purposes and all of which shall be deemed, collectively, one Agreement. This Agreement shall become effective when executed by all the parties.

**Jurisdiction.** Each party hereby irrevocably consents to the jurisdiction of all state courts sitting in Tennessee or all federal courts sitting in Knoxville, Tennessee and agrees that venue for any legal action brought in connection with this Agreement shall lie exclusively in such courts.

**Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties and upon their respective successors, heirs, or assigns.

## **CONTRACT FOR MEDICAL DIRECTOR SERVICES**

**Choice of Law.** This Agreement shall be governed and construed in accordance with the laws of the State of Tennessee. The Contractor certifies that in performing this contract they will comply with all applicable provisions of the federal, state, and local laws, regulations, rules, and orders.

**Appropriated Funds.** The County's obligation to pay under this Contract is contingent upon funds appropriated in the current fiscal year's budget as approved by the County Board of Commissioners. Any contract requiring appropriated funds beyond the current fiscal year may be cancelled without notice in the event that funding to support the contract are unavailable in the subsequent fiscal year.

**Payment Terms.** The County's payment terms are net 30. All invoices shall be addressed to Anderson County Director of Finance, Room 210, 100 North Main Street, Clinton, Tennessee 37716, and must include Contractor's name, address and phone number, and clearly list quantities, item description and units of measure.

**Warranty.** The Contractor warrants to the County that all goods and services furnished hereunder shall be free of defects in materials, workmanship, and from defect in design. In addition, Contractor warrants the goods and services are suitable for and will perform in accordance with the purposes for which they were intended.

**Insurance Requirement.** Contractors awarded bids are required to maintain, at their expense adequate insurance coverage to protect them from claims arising under the Worker's Compensation Act, any and all claims for bodily injury and property damage to the Contractor and to the County while completing delivery and services. A certificate of insurance may be required before work begins and be maintained until work is completed. Certificate Holder Shall Be: Anderson County Government, Clinton, Tennessee. Anderson County Government shall be named as an additional insured on all policies except worker's compensation and auto. Insurance carrier ratings shall have a Best's rating of A-VII or better, or its equivalent. Cancellation clause on certificate should strike out "endeavor to" and include a 30-day notice of cancellation where applicable. Any deviations from the above requirements must be disclosed to the County Purchasing Agent. Any liability deductibles or exclusions must also be disclosed. Contractor shall provide malpractice insurance for the Medical Director in limits of \$1,000,000 (One Million Dollars) per occurrence and \$3,000,000 (Three Million Dollars) in the aggregate.

**Non-discrimination.** The Contractor shall comply with the Tennessee Human Rights Act, T.C.A § 4-21-101 et. Sec., as amended and any rules and regulations promulgated in accordance therewith.

**Equal Employment Opportunity.** It shall also be an unlawful employment practice for the Contractor (1) to fail or refuse to hire or to discharge any individual or otherwise to discriminate against any individual with respect to their compensation or the terms, conditions or privileges of their employment, because of such individuals race, color, religion, sex, age, handicap or national origin; or (2) to limit, segregate, or classify their employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect their status as an employee, because of such individual's race, color, religion, sex, age, handicap or national origin. Contractor shall comply with The Civil Rights Act of 1964, 42 U.S.C. sec. 2000 et seq. (2000), as amended.

**Notice.** Any notice required or provided pursuant to this Agreement shall be in writing and sent or delivered to the parties.

**Titles and Subtitles.** Titles of paragraphs and subparagraphs are for convenient reference only and shall not have the effect of modifying, amending, or changing the express terms of this Agreement.

## CONTRACT FOR MEDICAL DIRECTOR SERVICES

**Assignment.** This Agreement shall be assignable only upon the written consent of the non-assigning party. Consent to an assignment shall not be unreasonably withheld. In the event of assignment or succession, the terms and conditions of this Agreement shall be binding upon the parties and their successors, assigns, heirs, executors, and/or administrators.

**Further Documentation.** The parties agree for themselves and their successors and assigns to execute any and all instruments in writing which are or may become necessary or proper to carry out the purpose and intent of this Agreement.

### Contractor

### Anderson County Government

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robby Holbrook, Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Terry Frank, Anderson County Mayor    Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Approved as to Form

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
N. Jay Yeager, Law Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

(Blue Ink Only)

# Anderson County Board of Commissioners  
**OPERATIONS COMMITTEE**  
**MINUTES**  
**August 8, 2022**  
**6:00 PM Room 312**

**Members Present:** Tim Isbel, Joshua Anderson, Phil Yager, Rick Meredith, Tracy Wandell, Robert McKamey and Steve Mead

**Members Absent:** Theresa Scott

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

Commissioner Wandell said the prayer.

Commissioner Mead led the Pledge of Allegiance.

Commissioner Wandell added Anderson County Highway Department to the agenda after item # 10.

Commissioner Yager made a motion to approve the agenda as amended. Seconded by Commissioner Mead. Motion passed.

No citizens addressed the committee.

**ESL Continuation**

Commissioner Mead made a motion to approve the 5-day continuation of the ESL. Seconded by Commissioner McKamey. Motion passed by roll call vote to forward to full commission for approval.

**Anderson County Tourism Emergency Action Plan**

Commissioner Meredith made a motion to approve the Tourism Emergency Action Plan. Seconded by Commissioner McKamey. Motion passed to forward to full commission for approval.

**Briceville Volunteer Fire Department**

Commissioner McKamey made a motion to approve the request for the Law Director to assist the Briceville Volunteer Fire Department. Seconded by Commissioner Mead. Motion passed to forward to full commission for approval.

**Anheuser Busch and Eagle Distributing**

No Action Taken.

**EMS - Claxton Location**

Discussion. No Action Taken.

**Pine Meadows / Ben's Mobile Home Park**

Commissioner Wandell made a motion to have a community meeting on Tuesday, August 30<sup>th</sup> at 6:00 pm at the Optimist Club Claxton Community Center. Seconded by Commissioner Mead. Motion passed unanimously.

**Anderson County Highway Department**

Commissioner Wandell made a motion to have the Mayor, Law Director, Gary Long, Road Superintendent, and the Chairman meet as soon as they can to discuss different options and ideas to obtain funding to repair the recent storm damage and get our county back to safe.

Seconded by Commissioner Anderson. Motion passed unanimously.

**New Business:**

None

**Old Business:**

Glen Alpine Convenience Center issues.

**Meeting Adjourned**



## Anderson County Tourism Emergency Action Plan



### **NEVER ENDANGER YOUR PERSONAL SAFETY**

Tourism evacuation is mandatory whenever a fire alarm sounds.  
All personnel are responsible for knowing these procedures.

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## **Scope**

This plan has been prepared to ensure orderly and complete evacuation of the Anderson County Tourism when evacuation is required, or notification is received to shelter in place should you need building protection from severe weather or a hazardous materials release.

The primary objectives of this plan are to ensure that:

1. Everyone knows how to exit the building safely.
2. A procedure to safely evacuate individuals who cannot negotiate stairs is in place.
3. Building occupants are accounted for after an emergency.
4. Everyone knows their designated shelter in place area.
5. Building occupants can be accounted for.
6. Personnel are selected among employees, with functions to ensure plan objectives are met.

For the purpose of this plan, the following are emergencies for which it will be necessary to evacuate:

- Fire.
- Explosion.
- Bomb threats.
- Release of hazardous materials, in quantities or toxicity, which threaten human health (depends on material whether occupants will need to evacuate or take shelter).
- Building air contamination

The following are emergencies for which it will be necessary to seek shelter in designated shelter:

- Severe weather
- Release of hazardous materials, in quantities or toxicity, which threaten human health (depends on material whether building occupants will need to evacuate or take shelter).

The plan will be updated annually by Human Resources and Risk Management Department, Emergency Management and the Buildings and Grounds Director. Changes to the plan will be communicated to Tourism occupants.

## **Key Words & Definitions**

**Work Area Rep:** checks department rooms and informs all people in work area of evacuation or shelter in place. Maintains a current list of all personnel working in their area. Reports to Floor Monitor.

**Floor Monitor:** monitors corridors in assigned areas and ensures personnel are moving toward exits; checks bathrooms, assists with area of refuge. Reports to Emergency Coordinator.

**Emergency Coordinator:** collects information on who may still be in the building and who needs help in areas of refuge. Communicates with emergency personnel.

**Area of Refuge:** regular room that is easily accessible to individuals with limited mobility.

**Designated Shelter:** provides shelter inside Tourism during severe weather or shelter in place emergency.

**Evacuation Assembly Point:** assigned meeting location outside of Tourism in the event of evacuation.

## **Emergency Personnel Names and Phone Numbers**

### **DESIGNATED RESPONSIBLE OFFICIAL:**

Name: Stephanie Wells

Cell: 659-2829

### **Emergency Coordinator:**

Name: Steve Payne

Phone: 264-6394

Cell: 898-6280

### **Buildings and Grounds**

Name: Roger Lloyd

Phone: 463-6829

Cell: 216-1353

## **General Tourism Evacuation Procedure**

At the sound of the fire alarm or informed of an evacuation emergency, it is the responsibility of all occupants to evacuate immediately and proceed to the evacuation assembly location which is the Quality Inn. During evacuation do not allow anyone to gain entrance into the building other than emergency personnel.

Employees are also responsible for ensuring that visitors to their building follow the evacuation procedure described herein, and leave along with all other occupants.

Part time workers and interns will be made familiar with the procedures and are expected to leave the building when the fire alarm sounds or when notified of an emergency.

### **Evacuation Instructions**

Whenever you hear the fire alarm or are informed of an evacuation emergency:

- Do not panic.
- Do not ignore the alarm.
- Leave the building immediately, in an orderly fashion, go to the Quality Inn.
- Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
- Do not go back to your office area for any reason.
- Return to the building only after emergency officials or Safety Coordinator give the all-clear signal. Silencing the Alarm does not mean the emergency is over.

### **Tourism Emergency Instructions**

In the event of a loss of power, water leak or flood:

- Notify the Director.
- Notify staff who are located near the emergency so they may take appropriate precautions.
- Follow evacuation instructions, if evacuation is necessary.

### **Hazardous Materials Evacuation Instructions**

- Notify other occupants in the immediate area.
- Everyone who can safely leave, should leave the area away from hazardous material.
- While exiting, close doors leading into other areas.
- Call 911 to report the hazardous material and its location.
- The 911 Dispatcher can notify the fire department of the hazardous material incident.
- Evacuate according to general evacuation procedures.

### **Radiological Incident Instructions**

- Occupants should prepare to shelter in place if the Department of Energy (DOE) activates the city wide sirens at any time other than the first Wednesday of the month at noon when testing is conducted.
- Occupants should expect to get information from Code Red (provided they have signed up for the notifications).
- DO NOT LEAVE unless told to evacuate the building. Know the evacuation route you are to take to safely leave the area **If** instructed to do so.
- All individuals must be surveyed prior to being released, if contamination is suspected.

## **Active Killer Event Instructions**

The guidelines below should be considered during this type of emergency, but your specific situation may require deviation from these suggestions.

### **If escape is possible:**

- If it is safe to escape from the building, do so.
- Seek cover far away from the building, keeping solid objects, a car, a tree, another building, etc., between you and the suspect whenever possible.
- Dial 911 when you are a safe distance away.
- Be mindful of incoming emergency vehicles and obey all directions given to you by law enforcement personnel.

### **If you cannot escape:**

- Upon learning of an active killer in the building, immediately close and lock the door to the room you are in. If possible, barricade the door with furniture, desks, filing cabinets, etc.
- If you can do so safely, allow others to take shelter with you.
  - Remember the safety of the many vs. the safety of the few.
  - Rescue attempts should only be made if they do not endanger the lives of those already in a secured area.
  - The suspect may bang on the door and yell for help as a way to entice you to open the door.
- When in doubt, do NOT open the door.
- Block interior windows and/or close interior blinds whenever possible.
- Turn off all radios/speakers and computer monitors and silence cell phones from ringing and vibrating.
- After securing the room all occupants should take cover where they cannot be seen from any windows.
  - Choose a location that may offer additional protection, behind desks, filing cabinets, or walls.
  - Occupants should NOT group together. Remain spread apart.
- Dial 911 if it is safe to do so. Give your location and a description of the suspect.
- Remember that responding law enforcement personnel will not know whether or not you are a threat.
  - Follow all directions from officers.
  - Remember that officers will not treat the injured nor evacuate civilians until they are sure the threat is neutralized. Remain calm and stay still until officers tell you to move.

### **If evacuation and hiding are not possible:**

- If you are confronted by the suspect and your life is in imminent danger, attempt to disrupt or incapacitate the suspect by:
  - Throw items
  - Yell
  - Use improvised weapons
  - Only take action against the suspect if you have no other choice
  - Never go looking for the suspect

## Emergency Shelter Instructions

In the event of notification of severe weather, safely discontinue work and go to the designated shelter location.

- The safe shelter location is the women's restroom on the first floor.
- Monitor the situation so that you know when the threat has passed.
- Designated shelter area should be interior rooms with no glass

In the event of an earthquake

- If possible take cover under tables or desks.
- Protect your head and neck.
- Do not use elevator

## Designated Shelter

The following is the designated shelter location

Floor #	Designated Shelters
First	Women's Restroom

## General Shelter in Place Procedure

There may be times when it is best to stay where you are and avoid any threat outside. Possible outside threats could occur due to contaminated air. A DOE siren activation would be a time to shelter in place; if this occurs any other time than the first Wednesday of the month at noon when testing is conducted. It is possible that a hazmat situation other than a DOE event could cause you to shelter in place. When it is deemed necessary to shelter in place remain in your office.

### **Emergency Evacuation Personnel**

For the purpose of this plan, emergency evacuation personnel include work area monitors, floor monitors and their alternates. Tourism emergency evacuation personnel and their alternates shall be selected among employees, and on a voluntary basis.

Evacuated occupants are directed to the Quality Inn where they will be accounted for. On the following page is a list of emergency evacuation personnel, and their corresponding duties.

**PLEASE NOTE:** Assigned duties are to be carried out **only** if you are not putting yourself in danger or risking your personal safety

### **Emergency Evacuation Procedure**

In the event of an emergency evacuation, issued by Law Enforcement or Fire Department, due to a hazardous material release on I-75; employees are to go to their residence. **Only if it is safe to do so.**

## **Emergency Evacuation Personnel Duties**

<b>Personnel</b>	<b>Duties</b>
<b>Work Area Monitors</b>	<ul style="list-style-type: none"> <li>• Have a general awareness of all current occupants in immediate work area.</li> <li>• Inform area occupants to leave the building in cases where there is word of an emergency but alarm did not sound.</li> <li>• Inform occupants of their duty to report to the Quality Inn.</li> <li>• Assist and/or direct occupants with limited mobility either to area of refuge or down stairs if able to negotiate stairway.</li> <li>• Leave building as soon as possible and go to the Quality Inn.</li> <li>• Account for co-workers who safely reported to the Quality Inn from occupant list.</li> <li>• Collect information on missing personnel known, or suspected to still be in the building, and report to Law Enforcement or Fire Dept.</li> <li>• During a General Bomb Threat check work area for anything suspicious and report findings to Floor Monitors immediately</li> </ul>
<b>Floor Monitors</b>	<ul style="list-style-type: none"> <li>• Monitor corridors on assigned floor and ensure personnel are moving toward exits</li> <li>• Check restrooms on assigned floor to ensure they have been evacuated</li> <li>• Check Area of Refuge for any person needing assistance to evacuate</li> <li>• Make sure fire doors on enclosed stairways and exits are closed and not blocked open</li> <li>• Assist and/or direct occupants with limited mobility, either to area of refuge or down stairs if able to negotiate stairway.</li> <li>• Leave the building as soon as possible and proceed to the Quality Inn. Report presence of anyone still in your building to either the Emergency Coordinator, directly to Law Enforcement or Fire Dept</li> <li>• During a General Bomb Threat if Work Area Monitor reports anything suspicious, advise Law Enforcement immediately</li> </ul>
<b>Emergency Coordinators</b>	<ul style="list-style-type: none"> <li>• Collect information on building occupants known or suspected to still be in the building from Floor Monitors and/or Work Area Reps.</li> <li>• Meet emergency responders at the main entrance.</li> <li>• Report information on occupants needing assistance to evacuate and other personnel suspected to still be in Tourism to emergency responders or On Scene Commander.</li> <li>• Transmit the All-Clear signal to floor monitors or other Tourism emergency evacuation personnel.</li> <li>• Conduct post emergency meeting if necessary.</li> </ul>
<b>On Scene Law Enforcement</b>	<ul style="list-style-type: none"> <li>• Assist emergency responders from the fire department in gaining access to the building as needed.</li> <li>• Help secure the building and prevent re-entry</li> <li>• Maintain communication between emergency responders</li> <li>• Road blocks as needed</li> </ul>

**Work Area Monitors:**

Primary Work Area Monitors and Alternates are listed below, and will carry out their duties as described in this plan. In the event that the Primary Area Monitor is not available at the time of the emergency, Alternate Monitors will assume those duties.

List name.

Floor #	Work Area Monitors	
	Primary	Alternate
1 & 2	Stephanie Wells	

**Floor Monitors:**

Primary Floor Monitors and Alternates are listed below, and will carry out their duties as described in this plan. In the event that the Primary Floor Monitor is not available at the time of the emergency, Alternate Monitors will assume those duties.

Floor #	Floor Monitors	
	Primary	Alternate
1 & 2	Stephanie Wells	

**Procedure for Persons Needing Assistance to Evacuate**

Any person unable to use stairs, or requires assistance to evacuate, should proceed to the nearest designated area of refuge. Emergency evacuation personnel will check the area of refuge, and ensure emergency response and rescue personnel are notified if someone has taken refuge there.

**Areas of Refuge**

The following are areas of refuge

Floor #	Areas of Refuge
First Floor	Main Lobby

**Emergency Coordinators:**

The Primary Emergency Evacuation Coordinator and his /her alternates are listed below. In the event the primary coordinator is not available during an emergency, alternate coordinators will assume responsibility in the order in which they appear, and carry out their duties as described in this plan.

**Primary:**

**Steve Payne**

865-898-6280

[paynkey@hotmail.com](mailto:paynkey@hotmail.com)

**1<sup>st</sup> Alternate:**

**Karen Ooten**

865-680-2435

[kooten@andersoncountyttn.gov](mailto:kooten@andersoncountyttn.gov)

**2<sup>nd</sup> Alternate:**

**Brice Kidwell**

865-684-3931

[bkidwell15@gmail.com](mailto:bkidwell15@gmail.com)

## **MEDICAL EMERGENCY**

- Call **911**:  
Provide the following information:
  - a. Nature of medical emergency,
  - b. Location of the emergency (floor and room number),  
and
  - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment.
- Attempt first aid **ONLY** if trained and qualified.

## **FIRE EMERGENCY**

When fire is discovered:

- Activate the nearest fire alarm
- Notify the Fire Department by calling **911**, also notify the County Mayor's Office.

Fight the fire **ONLY** if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble at the Quality Inn
- Remain at the Quality Inn until the Fire Department announces that it is safe to reenter.

## **FIRE EMERGENCY CONTINUED**

Emergency Coordinator or Supervisors must:

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the Quality Inn.
- Report missing personnel to the Fire Department or Law Enforcement.
- Provide the Fire Department personnel with the necessary information about the facility.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Assist occupants with limited mobility in emergency evacuation.
- Report any problems to the Emergency Coordinator or supervisor at the assembly area.

## **BOMB THREAT**

There are two categories of bomb threats; general and credible

- General Bomb Threat – caller simply states there is a bomb in the building and gives no additional information.
- Credible Bomb Threat – caller provides specific information concerning device, location, time of detonation, etc.

During a general bomb threat it is the responsibility of the Work Area Monitor to check their work area and report any findings to the Floor Monitors. Once all Work Area Monitors have passed on any information to the Floor Monitors, they will also exit the building. The Floor Monitor will pass any pertinent information to Law Enforcement as quickly as possible.

During a credible bomb threat all employees and/or visitors must follow the evacuation route and exit the building immediately.

When the evacuation is announced you will be advised if this is a “general alert” or a “credible alert”.

## **TELEPHONE BOMB THREAT CHECKLIST**

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

VOICE CHARACTERISTICS		SPEECH		USAGE	
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal	<input type="checkbox"/> Foul	_____ Other
<input type="checkbox"/> Intoxicated	_____ Other	<input type="checkbox"/> Slurred	_____ Other		
ACCENT		MANNER		BACKGROUND NOISES	
<input type="checkbox"/> Local	<input type="checkbox"/> Not Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Factory	<input type="checkbox"/> Trains
<input type="checkbox"/> Foreign	<input type="checkbox"/> Region	<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational	<input type="checkbox"/> Machines	<input type="checkbox"/> Animals
<input type="checkbox"/> Race		<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Music	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional	<input type="checkbox"/> Office	<input type="checkbox"/> Voices
		<input type="checkbox"/> Righteous	<input type="checkbox"/> Laughing	<input type="checkbox"/> Machines	<input type="checkbox"/> Airplanes
				<input type="checkbox"/> Street	<input type="checkbox"/> Party
				<input type="checkbox"/> Traffic	<input type="checkbox"/> Atmosphere

### **BOMB FACTS**

**PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:**

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If Tourism is occupied, inform caller that detonation could cause injury or death.

Did the caller appear familiar with the building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Call **911** to relay information about call and notify the County Mayor's office

## **CRITICAL OPERATIONS**

- During some emergencies, it will be necessary for the Director to remain at the building to perform critical operations. This will be at the permission of the County Mayor or Emergency Coordinator.

## **SEVERE WEATHER AND NATURAL DISASTERS**

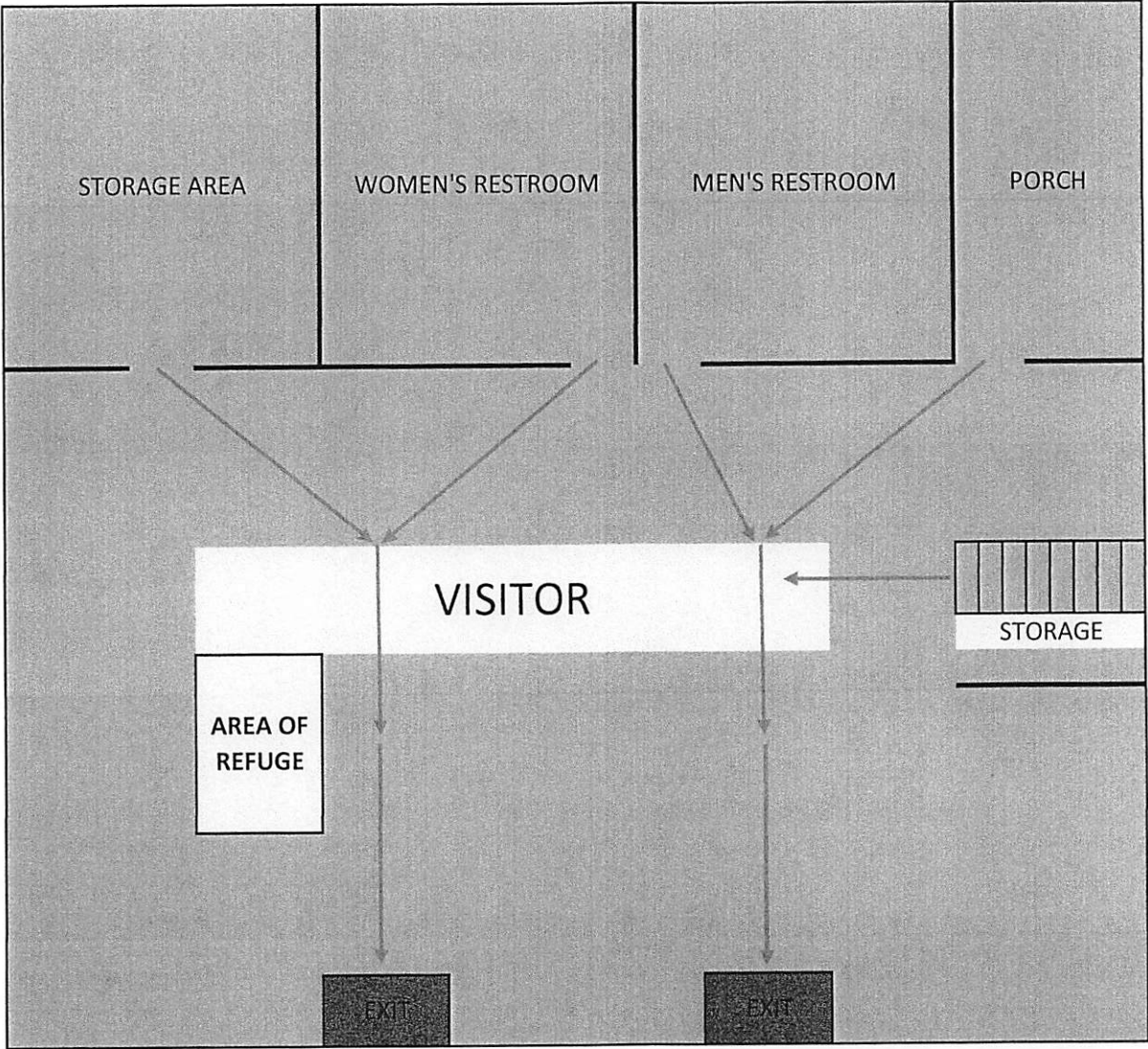
### **Tornado:**

- When a warning is issued, seek inside shelter.  
The safe shelter location is the main hallway on the first floor of the building; proceed to the middle of that hallway
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

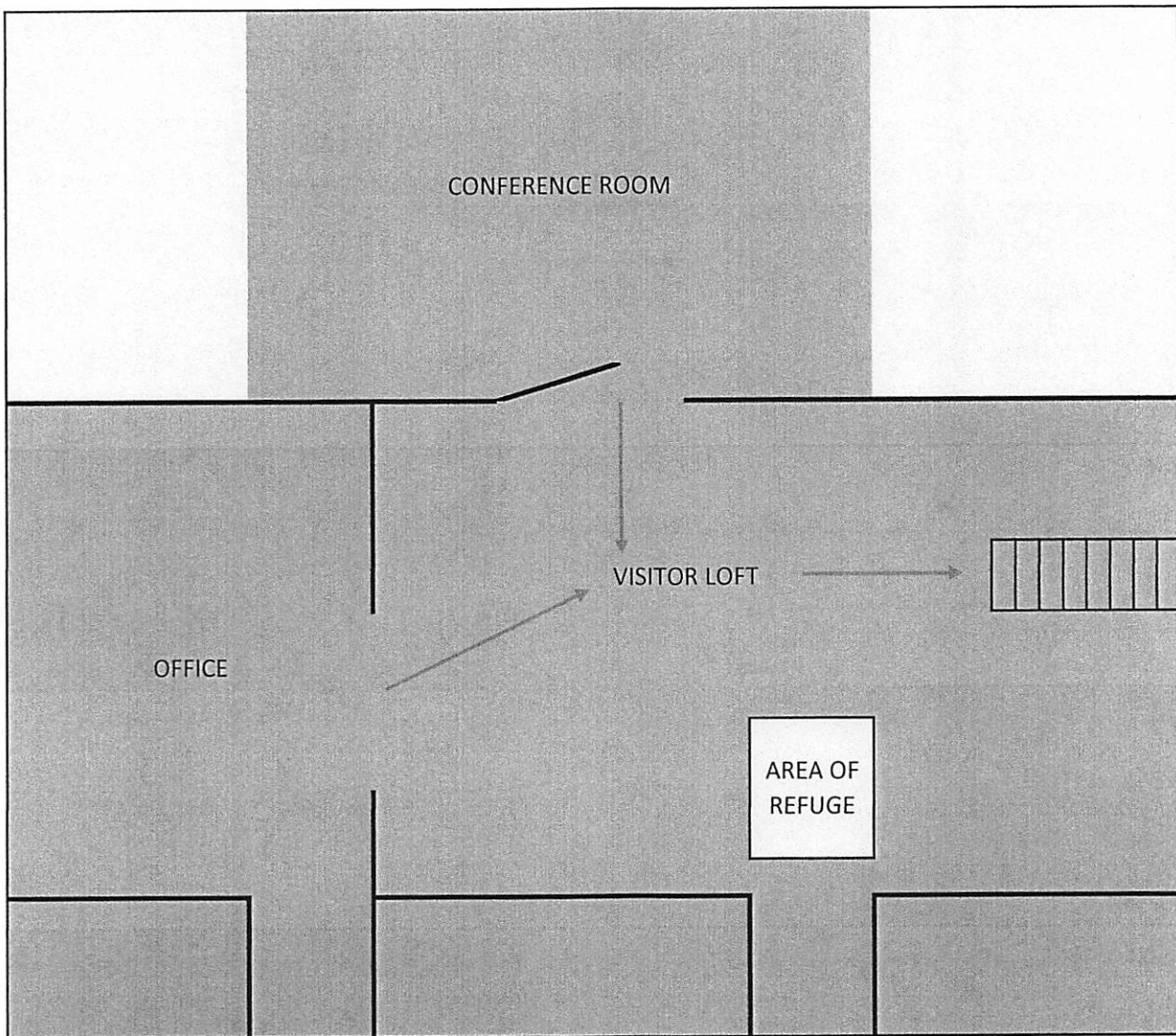
### **Earthquake:**

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist occupants with limited mobility in finding a safe place.
- Evacuate as instructed by the Director or emergency

FIRST FLOOR



SECOND FLOOR



**Anderson County Board of Commissioners**  
**ANIMAL CARE ADVISORY COMMITTEE**  
**Minutes**

August 2, 2022  
6:00 P.M. Room 118A

Members Present: Jeanne Parker, Steven Newby, Joe Hall, Mary Beth Skeans, Lauren Biloski, Vada Oberlin, Tracy Wandell and Robert McKamey

Absent: Catherine Denenberg

The Law Director called the meeting to order.

Commissioner Wandell is elected as Chairman.

Steven Newby is elected as Vice-Chairman.

Motion was made by Steven Newby for the members of the Board review the remaining list and decide if a sub-committee needs to be formed then present to the Mayor. Seconded by Robin Biloski. Motion passed.

Motion was made by Commissioner McKamey for this committee to meet monthly on the first Tuesday at 6:00 pm in room 118A. Seconded by Steven Newby. Motion passed.

Motion was made by Robin Biloski for a recommendation to the Mayor to charge a \$25.00 pull fee for rescue groups but pending the outbreak of parvo if the rescue group is willing to assume all liability during this two week period we ask that the pull fee be waived. Motion was seconded and passed.

Motion was made by Commissioner McKamey for this committee to meet monthly on the first Tuesday at 6:00 pm in room 118A. Seconded by Steven Newby. Motion passed.

New Business

Next Meeting will be September 6, 2022 at 6:00 p.m. room 118A.

Adjourn