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# Anderson County Board of Commissioners

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**6:00 P. M.**

**Courtesy Resolutions/Proclamations, Presentations**

**Proclamation in Honor of Steve Payne** – requested by Mayor Frank

**Resolution Honoring International Overdose Awareness Day** – requested by Shayla Wilson, ASAP  
Executive Director

**Presentation** – Civil Rights Memorial – Requested by Commissioner Allen and Commissioner Wells

**Public Hearing** – Rezoning of the property at 1671 Lake City Highway, Clinton, TN, Parcel 111.00, Tax  
Map 053, from C-1 (General Commercial District) to I-1 (Light Industrial District)

**6:30 P.M.**

**Consent Agenda**

**Monday, August 21, 2023**

- 1. Approval and corrections of July 17, 2023 County Commission Minutes**
- 2. Approval of Notary and Bonds**
- 3. Waste Management Funds**
  - Clinton Middle School is requesting funds for the Hawks Football Program
- 4. Committee Reports**
  - Human Resource Advisory Committee Minutes (5/17/23)
  - Anderson County Employees Insurance Board of Trustees Minutes (5/8/23)\
  - Anderson County Conservation Board Minutes (7/10/23) (8/7/23)
  - Anderson County Tourism Council Minutes (7/27/23)
  - Anderson County Veterans Advisory Committee By-Laws

**Respectfully Submitted,  
Joshua Anderson, Chairman**

**Anderson County, Tennessee**  
**Board of Commissioners**

**RESOLUTION NO. 23-08-1124**

**RESOLUTION HONORING INTERNATIONAL OVERDOSE AWARENESS DAY**

**WHEREAS**, August 31<sup>st</sup> of each year marks International Overdoes Awareness Day which is a day to remember those that have been lost to overdose, acknowledge the grief of the family and friends left behind, to honor those first responders for their service and to renew the commitment to end overdose ; and

**WHEREAS**, according to the Centers for Disease Control and Prevention (CDC), more than one million people have died from an overdose since 1999. In 2021, one hundred and six thousand, six hundred and ninety-nine (106,699) overdose deaths occurred in the United States; and

**WHEREAS**, over the last year, in Anderson County, a total of ninety-one (91) lives have been lost due to an overdose; and

**WHEREAS**, countless other lives have been saved in Anderson County thanks to all of the men and women who serve our great County as first responders who carry and administer Naloxone to save those experiencing an overdose; and

**WHEREAS**, International Overdose Awareness Day seeks to create better understanding of overdose, reduce the stigma of drug-related deaths, and create change that reduces the harms associated with drug use. We, the citizens of Anderson County, are joining ourselves to a global movement for understanding, compassion, and change.

**NOW, THEREFORE, BE IT RESOLVED** by the Anderson County Board of Commissioners meeting this 21<sup>st</sup> day of August 2023 that we honor International Overdose Awareness Day, August 31<sup>st</sup>, 2023, and all the lives that have been lost or affected by overdose. As well as all first responders; Emergency Medical Services, Fire and Police personnel, for their service to those suffering an overdose.

**BE IT FURTHER RESOLVED**, we invite all citizens to First Baptist Church Family Life Center in Clinton from 11:30am-1:00pm on Thursday, August 31<sup>st</sup>, 2023, to observe International Overdose Awareness Day, and further honor our dedicated first responders that save many lives each year.

**RESOLVED, DULY PASSED, AND EFFECTIVE this 21<sup>st</sup> day of August 2023.**

\_\_\_\_\_  
Joshua Anderson, Chairman

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

**ATTEST:**

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

July 26, 2023

Re: Rezoning Lake City Hwy. Property  
M: 053 P: 111.00 Z: C-1  
Resolution #: 23-08-1122

To whom it may concern,

I, Rhonda Vineyard, will be representing Kevin McKamey at the County Commission meeting on August 21 in the rezoning of 1671 Lake City Hwy., Clinton, TN 37716.

The property is M:053 P:111.00 Z:C-1 and the resolution number is 23-08-1122.

Thank you,  
Rhonda Vineyard

<i>Kevin McKamey</i>	dotloop verified 07/26/23 3:08 PM EDT MPKZ-RKHH-JXSE-HMOC
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<i>Rhonda Vineyard</i>	dotloop verified 07/26/23 2:52 PM EDT 0VQT-RPXW-YBUA-KBND
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## ANDERSON COUNTY GOVERNMENT

### Legal Notice of Public Hearing

Published in Compliance with TCA § 13-7-105 (b)

The Anderson County Board of Commissioners will hold a Public Hearing on August 21, 2023 at 6:00 PM in Room 312 of the Anderson County Courthouse, 100 N. Main Street, Clinton, Tennessee, to consider an amendment to the "Anderson County Zoning Resolution" to include the rezoning of the property at 1671 Lake City Highway, Clinton, Parcel 111.00, Tax Map 053, from C-1 (General Commercial District) to I-1 (Light Industrial District). A copy of the proposed zoning amendment is available at the Office of Planning & Development, Room 127 at the Courthouse.

A handwritten signature in blue ink that reads "Marjorie Tinker".

Marjorie Tinker  
Anderson County Building Commissioner

**WHEREAS**, the Anderson County Regional Planning Commission has reviewed and made recommendations regarding the proposed amendment of the "Zoning Resolution of Anderson County, Tennessee," in accordance with Tennessee Code Annotated § 13-7-105 (b).

**NOW, THEREFORE, BE IT RESOLVED** that the Anderson County Board of Commissioners does hereby amend the Anderson County Zoning Resolution.

**This resolution shall take effect immediately after its notification and passage, the public welfare requiring it.**

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

**ATTEST:**

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

**DATE:** \_\_\_\_\_

Anderson County Board of Commissioners  
Anderson County, Tennessee

**RESOLUTION NO. 23-08-1122**

**A RESOLUTION AMENDING THE “ZONING RESOLUTION OF ANDERSON COUNTY, TENNESSEE” BY REZONING PARCEL 111.00; ANDERSON COUNTY TAX MAP 053 FROM C-1 (GENERAL COMMERCIAL DISTRICT) TO I-1 (LIGHT INDUSTRIAL DISTRICT)**

**WHEREAS**, the Anderson County Commission, in accordance with Section 13-7-105 of the Tennessee Code Annotated, may amend the zoning resolution and the “Zoning Map of Anderson County, Tennessee”; and

**WHEREAS**, the Anderson County Regional Planning Commission has forwarded its recommendation to the Anderson County Commission regarding the amendment to the “Zoning Map of Anderson County, Tennessee.

**NOW, THEREFORE, BE IT RESOLVED** by the Anderson County Board of Commissioners of Anderson County, Tennessee, meeting in regular session on the 21st day of August, 2023, in Clinton, Tennessee, that:

**SECTION 1.** The Zoning Map of Anderson County, Tennessee, is hereby amended by rezoning Parcel 111.00; Anderson County Tax Map 053 from C-1 (General Commercial District) to I-1 (Light Industrial District). Said territory located at 1671 Lake City Highway, Clinton; and being more clearly defined by the attached map that is made part of this resolution.

**SECTION 2.** This resolution shall be effective from and after its passage and publication, as required by Section 13-7-105(b) of the Tennessee Code Annotated, the public welfare requiring it.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

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

Public Hearing Held: \_\_\_\_\_

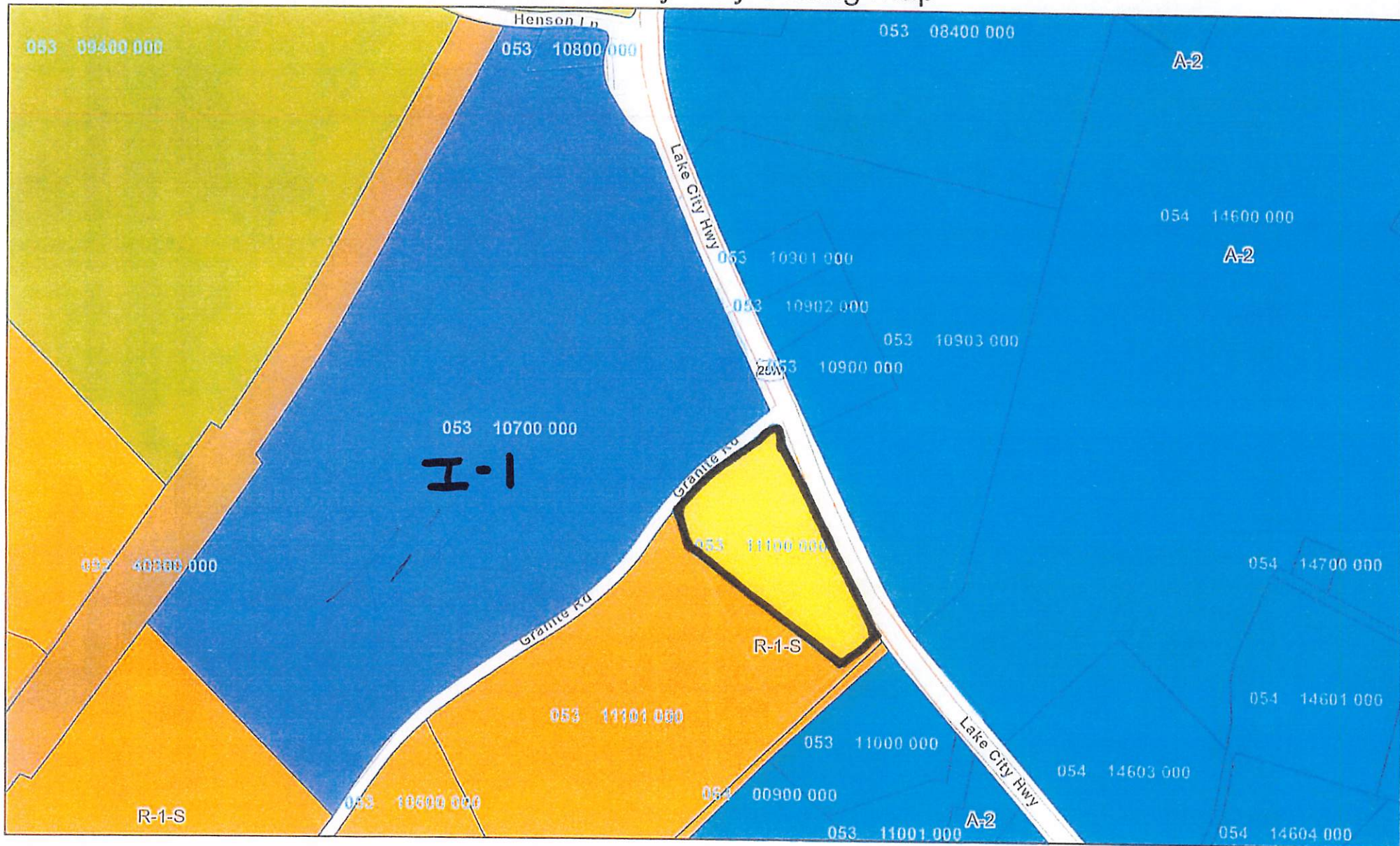
Resolved and Approved: \_\_\_\_\_

**ATTEST:**

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












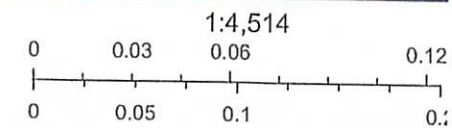
# Lake City Hwy Zoning Map



6/23/2023, 9:04:55 AM

Zoning

 R-1	 RAILR	 County Boundary
 A-2	 R-1-S	 I-1
 A-1	 C-1	 Parcels



Esri Community Maps Contributors, Tennessee STS GIS, © OpenStreetMap contributors, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc., USGS, EPA, NPS, US Census Bureau, USDA





# Clinton Middle College and Career Academy

110 N. Hicks Street Clinton, TN 37716  
(865) 457-3451 • Fax (865) 457-9486

[www.cms.acs.ac](http://www.cms.acs.ac)

Administration - April Meyers, Michele Brummett, Josh Reid, Hope Holdaway

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July 27, 2023

Dear Commissioner McKamey,

As an esteemed supporter of our community, specifically Clinton Middle School, you are aware that any student involved in an athletic program will experience some of the most rewarding moments of their life. When a student becomes a member of the CMS Hawks Football program they agree to conduct themselves with pride, integrity, sportsmanship, and high self expectations both on and off the field. The skills obtained through this commitment to team and self will stay with the players throughout their life and we are asking for your help in making this happen.

With this wonderful opportunity in becoming a CMS Hawk football player comes some expense. We seek your assistance in providing this opportunity to the student athletes of the Clinton Middle Hawks Football Program. Any contribution you are able to make is greatly appreciated. Your support is instrumental in helping us accomplish our goals in the football program at Clinton Middle. Please make checks payable to "Clinton Middle School" with "Football" on the memo line.

Checks can be mailed to:  
Clinton Middle School  
110 North Hicks Street  
Clinton, TN 37716  
Attn: Josh Reid

If you have any questions please feel free to contact Athletic Director, Josh Reid at [jreid@acs.ac](mailto:jreid@acs.ac).  
Go Hawks!

April Meyers  
Principal

## Annette Prewitt

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**From:** robertmckamey <robertmckamey@comcast.net>  
**Sent:** Friday, July 21, 2023 11:05 AM  
**To:** Annette Prewitt  
**Subject:** External: FW: Clinton Middle School Football

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sent from Samsung Galaxy smartphone.

----- Original message -----

From: Eric Woodard <ewoodard@acs.ac>  
Date: 7/20/23 5:22 PM (GMT-05:00)  
To: Robertmckamey@comcast.net  
Subject: Clinton Middle School Football

We are looking for donations for new equipment for Clinton middle school football. Please consider helping if you can.

--

*Eric Woodard  
Construction Core  
Carpentry I  
Carpentry II  
NOCTI Certified  
OSHA 10 Certified  
NCCER Certified Instructor  
Anderson County Career and Technical Center  
(865) 457-4205 Ext. 300*

*Robert  
McKamey  
\$330.00  
7/24/23*



**Anderson County**  
**Human Resource Advisory Committee Minutes**  
**May 17<sup>th</sup>, 2023**  
**11:30 a.m. at Harrison's Grill & Bar**  
**110 Hillvale Rd, Clinton TN 37716**

**Members Present**

Property Assessor Johnny Alley, Sheriff Russell Barker, County Clerk Jeff Cole, Trustee Regina Copeland, Clerk & Master Hal Cousins, Finance Director Robby Holbrook, Circuit Court Clerk Rex Lynch, Register of Deeds Tim Shelton, Commissioner Aaron Wells, Law Director Jay Yeager

**Members Absent**

Mayor Terry Frank, Highway Superintendent Gary Long

**Others Present**

HR Director Kim Jeffers-Whitaker, HR Specialist Andrew Stone, LD Chief Deputy Admin. Nichole Brooks, LD Assistant Attorney Rachel Comunale

**Call to Order**

Robby Holbrook, Secretary, called the meeting to order. Quorum present.

**Election of New Chair**

Motion by Rex Lynch, seconded by Tim Shelton to elect Regina Copeland as Chair of the Human Resource Advisory Committee. Motion passed by voice vote.

**Approval of Prior Minutes**

Approval of Minutes from the January 11<sup>th</sup>, 2023 meeting.

Motion by Robby Holbrook, seconded by Rex Lynch. Motion passed by voice vote.

**Approval of Agenda**

Approval of current Agenda for the May 17<sup>th</sup>, 2023 meeting.

Motion by Rex Lynch, seconded by Robby Holbrook. Motion passed by voice vote.

**HR Director Report**

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

- Presented a current update of 2023.24 FY Benefits Enrollment status.  
Rex Lynch requested notification be sent by HR to Department Heads of their staff's current enrollment status. Status is to include employee's HRA completion and their Tobacco Cessation Affidavit completion.
- Presented the County's current Orientation process conducted by HR, requesting feedback of each Department's preferred method of administering Orientations going forward.

**Anderson County**  
**Human Resource Advisory Committee Minutes**  
**May 17<sup>th</sup>, 2023**  
**11:30 a.m. at Harrison's Grill & Bar**  
**110 Hillvale Rd, Clinton TN 37716**

**Old Business**

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

- Longevity Program  
Update included two Longevity Pay scenarios along with Longevity Pay Policy Language. In an effort to mirror the Sheriff's Office longevity pay program, a motion was made to approve \$100 a year Longevity Plan beginning the 5<sup>th</sup> year of continued employment with Anderson County Government, with a cap set at the employee's 20<sup>th</sup> year.  
Motion by Tim Shelton, seconded by Hal Cousins. Motion passed by voice vote.
- Members requested the longevity program policy language be presented for approval at the next meeting.

Law Director, Jay Yeager, presented the following items to the committee:

- Voting Leave Policy  
Update included the addition of language to the current policy to include early voting language and employee voting leave requests must have prior approval from their supervisor.  
Motion by Robby Holbrook, seconded by Jeff Cole to accept the update as presented. Motion passed by voice vote.
- Veteran's Day Leave Law/Policy  
In compliance with the modified language included in T.C.A §15-1-105(b)(3), County policy be updated to include the County's Sheriff's Office and EMS employees with who qualify as veterans according to statute must submit a 30-day prior request in writing to observe Veteran's Day, with the total number of employees in observance not to exceed 3 employees, at the discretion of the department head. A motion was made to approve the update with the addition that observance approval will be at the discretion of the Department Head.  
Motion by Robby Holbrook, seconded by Jeff Cole to accept the updated with modified language. Motion passed by voice vote.
- HR Advisory Committee Resolution  
Update included language to remove the Finance Director as the Committee Secretary, to be replaced by the HR Director. Additional language added to HR's duty as it relates to the Risk Management Program and the processing of liability claims. Clarifying language of the Disclosure of Criminal Record and Motor Vehicle Convictions, requiring all applicants provide such information to Anderson County Government once. Expanding language added detailing the current New Hire Introduction and Orientation processes were included.  
Motion by Aaron Wells, seconded by Tim Shelton, to accept the updates as presented. Motion passed by voice vote.

**Anderson County**  
**Human Resource Advisory Committee Minutes**  
**May 17<sup>th</sup>, 2023**  
**11:30 a.m. at Harrison's Grill & Bar**  
**110 Hillvale Rd, Clinton TN 37716**

**New Business**

No new business presented.

**Next Meeting**

August 23, 2023 at 10 a.m. in Room 118A

**Adjourned**

## **Longevity Program**

In an effort to show appreciation to the employees who have provided continuous service to the County, Anderson County shall implement the Anderson County Longevity Program, effective \_\_\_\_\_.

Upon annual approval by the Anderson County Commission for allocation of funds, all active qualified Full Time and Part Time employees of Anderson County Government, excluding the Anderson County Sheriff's Office and Schools, who have been employed with the County for five (5) consecutive years or more are eligible for the County's Longevity Program under the provisions stated herein. The Longevity Program will be calculated by the employee's anniversary date of compliance.

The maximum benefit of the Longevity Program is twenty-five (25) years of service. Time that is not creditable in calculating County service includes Part Time employment (other than as described below), termination of employment, medical leave, or leave without pay.

- Qualifying Part Time employee status is determined by twenty (20) hours worked per week and must maintain a twenty (20) hour per week average over a twenty-six (26) week period for the tenure year considered – a minimum of 50% of hours worked in the anniversary year.
- Qualifying Full Time employees must maintain a thirty (30) hours per week average over a twenty-six (26) week period for the tenure year considered – a minimum of 50% hours worked in the anniversary year.
- Full Time employees with five (5) years of consecutive service shall receive payment for prior Part Time hourly service if the length and required hours of such Part Time and Full time service is equivalent to not less than five (5) years of active, continued service.

Longevity Pay will be included in the first payday of December following the completion of a creditable year of County service through October 31st. This will constitute the employee's longevity date.

2. HR Director, Kim Jeffers-Whitaker, presented Longevity Plan examples to the committee. The committee requested the HR Director to bring back the Longevity Program to the next meeting with updated recommendations. This update should include current employee statistical data, with annual longevity pay beginning at the employees 5<sup>th</sup> year of service.

Motion by Gary Long, seconded by Rex Lynch. Motion passed by voice vote.

Longevity Annual Program (Years of Service (YOS)) - \$71,900 est. 1st year 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 5 with a cap at 25 years of continued service.							
Must be a regularly, active <u>PT</u> or <u>FT</u> employee to be eligible.							
EXCLUDES ACG SHERIFF'S OFFICE & SCHOOL STAFF							
Continued Years of Service (YOS) Increments	Number of FT & PT ACG EE's	\$50 for Each Continued Year of Service					
		Year 1	Year 2	Year 3	Year 4	Year 5	
5 \$ 250	17	\$ 4,250	\$ 15,500	\$ 14,000	\$ 6,500	\$ 27,750	
6 \$ 300	11	\$ 3,300	\$ 5,100	\$ 18,600	\$ 16,800	\$ 7,800	
7 \$ 350	13	\$ 4,550	\$ 3,850	\$ 5,950	\$ 21,700	\$ 7,700	
8 \$ 400	11	\$ 4,400	\$ 5,200	\$ 4,400	\$ 6,800	\$ 24,800	
9 \$ 450	10	\$ 4,500	\$ 4,950	\$ 5,850	\$ 4,950	\$ 7,650	
10 \$ 500	8	\$ 4,000	\$ 5,000	\$ 5,500	\$ 6,500	\$ 5,500	
11 \$ 550	2	\$ 1,100	\$ 4,400	\$ 5,500	\$ 6,050	\$ 7,150	
12 \$ 600	2	\$ 1,200	\$ 1,200	\$ 4,800	\$ 6,000	\$ 6,600	
13 \$ 650	3	\$ 1,950	\$ 1,300	\$ 1,300	\$ 5,200	\$ 6,500	
14 \$ 700	3	\$ 2,100	\$ 2,100	\$ 1,400	\$ 1,400	\$ 5,600	
15 \$ 750	5	\$ 3,750	\$ 2,250	\$ 2,250	\$ 1,500	\$ 1,500	
16 \$ 800	7	\$ 5,600	\$ 4,000	\$ 2,400	\$ 2,400	\$ 1,600	
17 \$ 850	3	\$ 2,550	\$ 5,950	\$ 4,250	\$ 2,550	\$ 2,550	
18 \$ 900	2	\$ 1,800	\$ 2,700	\$ 6,300	\$ 4,500	\$ 2,700	
19 \$ 950	2	\$ 1,900	\$ 1,900	\$ 2,850	\$ 6,650	\$ 4,750	
20 \$ 1,000	2	\$ 2,000	\$ 2,000	\$ 2,000	\$ 3,000	\$ 7,000	
21 \$ 1,050	0	\$ -	\$ 2,100	\$ 2,100	\$ 2,100	\$ 3,150	
22 \$ 1,100	4	\$ 4,400	\$ -	\$ 2,200	\$ 2,200	\$ 2,200	
23 \$ 1,150	1	\$ 1,150	\$ 4,600	\$ -	\$ 2,300	\$ 2,300	
24 \$ 1,200	2	\$ 2,400	\$ 1,200	\$ 4,800	\$ -	\$ 2,400	
25 \$ 1,250	1	\$ 1,250	\$ 2,500	\$ 1,250	\$ 5,000	\$ -	
25+ \$ 1,250	11	\$ 13,750	\$ 16,250	\$ 18,750	\$ 20,000	\$ 25,000	
	120	Total No. Of Employees - Year 1 (11 PTE w.5+ YOS = \$3,950 Year 1)					
	\$ 71,900	Total Projected Amount - Year 1					
	\$ 94,050	Total Projected Amount - Year 2					
	\$ 116,450	Total Projected Amount - Year 3					
	\$ 134,100	Total Projected Amount - Year 4					
	\$ 162,200	Total Projected Amount - Year 5					

\* This program caps at 25 years of service

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

\*\*\*The above program emulates the City of Clinton's tenure program and assumes no turnover, therefore listing maximum liability.



## MIRRORS ACSO LONGEVITY PROGRAM

### Longevity Annual Program (Years of Service (YOS)) - \$135,900 est. 1st year 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) \$100 each year beginning at year 5 with a cap at 20 years of continued service. Must be a regularly, active PT or FT employee to be eligible.

#### MIRRORS BUT EXCLUDES ACG SHERIFF'S OFFICE STAFF. EXCLUDES SCHOOLS.

Continued Years of Service (YOS) Increments	Number of FT & PT ACG EE's	\$50 for Each Continued Year of Service				
		Year 1	Year 2	Year 3	Year 4	Year 5
5 \$ 500	17	\$ 8,500	\$ 31,000	\$ 28,000	\$ 13,000	\$ 11,000
6 \$ 600	11	\$ 6,600	\$ 10,200	\$ 18,600	\$ 33,600	\$ 15,600
7 \$ 700	13	\$ 9,100	\$ 7,700	\$ 11,900	\$ 43,400	\$ 39,200
8 \$ 800	11	\$ 8,800	\$ 10,400	\$ 8,800	\$ 13,600	\$ 43,400
9 \$ 900	10	\$ 9,000	\$ 9,900	\$ 11,700	\$ 9,900	\$ 15,300
10 \$ 1,000	8	\$ 8,000	\$ 10,000	\$ 11,000	\$ 13,000	\$ 11,000
11 \$ 1,100	2	\$ 2,200	\$ 8,800	\$ 11,000	\$ 12,100	\$ 14,300
12 \$ 1,200	2	\$ 2,400	\$ 2,400	\$ 9,600	\$ 12,000	\$ 13,200
13 \$ 1,300	3	\$ 3,900	\$ 2,600	\$ 2,600	\$ 10,400	\$ 13,000
14 \$ 1,400	3	\$ 4,200	\$ 4,200	\$ 2,800	\$ 2,800	\$ 11,200
15 \$ 1,500	5	\$ 7,500	\$ 4,500	\$ 4,500	\$ 3,000	\$ 3,000
16 \$ 1,600	7	\$ 11,200	\$ 8,000	\$ 4,800	\$ 4,800	\$ 3,200
17 \$ 1,700	3	\$ 5,100	\$ 11,900	\$ 8,500	\$ 5,100	\$ 5,100
18 \$ 1,800	2	\$ 3,600	\$ 5,400	\$ 12,600	\$ 9,000	\$ 5,400
19 \$ 1,900	2	\$ 3,800	\$ 3,800	\$ 5,700	\$ 13,300	\$ 9,500
20 \$ 2,000	21	\$ 42,000	\$ 45,800	\$ 49,600	\$ 55,300	\$ 68,600
	120	Total No. Of Employees - Year 1 (11 PTE w. 5+ YOS = \$3,950 Year 1)				
	\$ 135,900	Total Projected Amount - Year 1				
	\$ 176,600	Total Projected Amount - Year 2				
	\$ 201,700	Total Projected Amount - Year 3				
	\$ 254,300	Total Projected Amount - Year 4				
	\$ 282,000	Total Projected Amount - Year 5				

\* This program caps at 20 years of service

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

\*\*\*The above program emulates Anderson County Sheriff's Office tenure program and assumes no turnover, therefore listing maximum liability.

## **VOTING LEAVE POLICY AMENDMENT (Proposed changes in bold)**

### **7.8 Voting Leave**

Anderson County Government strongly encourages its employees to fulfill their civic responsibility to their community by expressing their right to vote. The purpose of this policy is to compensate employees of Anderson County Government for time required to vote during work hours in local, state, or national elections.

Anderson County strongly encourages its employees to utilize the early voting period to lessen the burden of staffing shortages, or exercise their voting privileges during regularly scheduled off days; however, if necessary and previously approved by the employee's supervisor, any employee entitled to vote in an election in this state may be absent from work for a reasonable period of time, not to exceed three (3) hours, necessary to vote while the polls are open in the county where the employee resides. An employee who is absent from work to vote may not be subjected to any penalty or reduction in pay for such absence, if the employee complies with this policy.

If the shift of an employee begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the closing of the polls of the county where the employee is a resident, the employee may not take time off under this section.

Supervisors reserve the right to stagger personnel in order to cover business needs and specify the time the employee may be absent. Request for such absence shall be made to the employer before twelve o'clock (12:00) noon of the day before the election. Employees may not use voting leave to extend scheduled work hours to exceed total scheduled work hours.

To be eligible for voting leave during work hours, employees must:

- Have prior approval from their supervisor,
- Be registered to vote,
- Vote, and
- Be scheduled to work on Election Day during the hours of 7:00am and 7:00pm local time.

Overtime is calculated based on time worked, not time compensated. Time spent on voting leave will not be counted as hours worked for the purpose of computing overtime pay in any given workweek.

## **7 TIME-OFF BENEFITS**

### **7.1 Holiday Policy**

Time off work to enjoy the holidays is important to everyone. Anderson County Government provides paid holidays to all full-time employees. Part-time and temporary employees are not eligible to receive paid holidays. Anderson County Government will generally observe the following holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Christmas

However, Anderson County Commission will annually establish a holiday calendar. Once approved by County Commission, the holiday calendar for that year will be distributed to employees.

Every effort will be made to allow all employees off on each designated holiday. If it is necessary for an employee to work on a holiday, the employee will be compensated at a rate which is one and one-half times the employee's regular rate of pay for the hours actually worked. The employee may elect to receive compensatory leave time which will be earned at the rate of one and one-half hours for each hour actually worked during the holiday.

If you are eligible for paid holidays, you will receive pay for each holiday, whether or not you are scheduled to work on those days, or time off the preceding or following work day. The amount of pay is prorated to the number of hours you work each week, not the hours in a day. This means you will receive the same amount of pay for each holiday. If the holiday falls on a day when you are scheduled to work fewer hours than the holiday credit hours you receive, you will take the remaining hours another day. If the holiday falls on a day when you are scheduled to work more hours than the holiday credit you receive, you will need to "make-up" those additional hours.

If a holiday falls within your vacation period, the day will be treated as a holiday and not as annual leave. If you are off sick the day before and/or the day after a holiday, your supervisor may request a doctor's certificate in order for the employee to be eligible for holiday pay.

Hours per Week	Holiday/Vacation Credit
40	8.00
39	7.75
38	7.50
37	7.50
36	7.25
35	7.00
34	6.75
33	6.50
32	6.50
31	6.25
30	6.00

#### **7.1.1 Veteran's Day Policy- Sheriff's Department and EMS**

Effective 2023, all Sheriff Department and EMS employees receive the right to observe Veteran's Day so long as they are compliant with Tennessee Annotated Code 15-1-105 that states that the employee must be a veteran within the statutory definition with the requisite documentation such as a DD Form 214 or other comparable certification. The veteran employee must also request, in writing, Veteran's Day off at least thirty (30) days in advance, pursuant to T.C.A §15-1-105(b)(1). There can be no more than three (3) veteran employees off to ensure that public health and safety is not negatively impacted due to their absence, per T.C.A §15-1-105(b)(3).

# Veteran's Day Policy



## State of Tennessee

### PUBLIC CHAPTER NO. 854

#### HOUSE BILL NO. 2733

By Representatives Windle, Cooper, Hardaway, Carr, Todd, Ragan, Littleton, Hazlewood, Hawk, Doggett, Sherrell, Kelaling, Cepicky, Moody, Helton, Powers, Eldridge

Substituted for: Senate Bill No. 2878

By Senators Bailey, Yager, Crowe, Niceley, Reeves, Rose

AN ACT to amend Tennessee Code Annotated, Title 8, Title 15, Title 50 and Title 58, relative to Veterans' Day.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1 Tennessee Code Annotated, Title 15, Chapter 1, is amended by adding the following as a new section:

(a) As used in this section:

(1) "Employee" means a natural person who performs services for an employer for valuable consideration, and does not include a self-employed independent contractor;

(2) "Employer" means a person or entity that employs one (1) or more employees, and includes the state and its political subdivisions; and

(3) "Veteran" means a former member of the armed forces of the United States, or a former or current member of a reserve or Tennessee national guard unit who was called into active military service of the United States, as defined in § 58-1-102.

(b) An employer shall allow the employer's veteran employees to have the entirety of November 11, Veterans' Day, as a non-paid holiday if:

(1) The veteran employee provides the employer with at least one-month's written notice of the veteran employee's intent to have the entirety of that day as a non-paid holiday;

(2) The veteran employee provides the employer with proof of veteran status, which may include, but is not limited to, a DD Form 214 or other comparable certificate of discharge from the armed forces; and

(3) The veteran employee's absence, either alone or in combination with other veteran employee's absences, on that day will not impact public health or safety, or cause the employer significant economic or operational disruption as determined by the employer in the employer's sole discretion

(c) This section does not prohibit an employer from allowing the employer's veteran employees to have the entirety of Veterans Day as a paid holiday.

SECTION 2. This act takes effect upon becoming a law, the public welfare requiring it



## **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.

**Anderson County, Tennessee**

**Board of Commissioners**

**RESOLUTION NO.**

**RESOLUTION TO AMEND RESOLUTION NO. 16-10-592**

**APPROVED OCTOBER 17, 2016**

**A RESOLUTION TO ESTABLISH THE ANDERSON COUNTY HUMAN RESOURCES DEPARTMENT, HUMAN RESOURCE ADVISORY COMMITTEE, AND THE POSITION OF HUMAN RESOURCES DIRECTOR.**

**WHEREAS**, Anderson County Government has a need to establish a centralized department to handle a wide array of Human Resource issues that develop during the normal course of county government activities, and

**WHEREAS**, Anderson County desires to create a Human Resource Department and the full-time position of Director of Human Resources to oversee the administration of the Human Resource Department and coordinate personnel related issues system wide, and

**WHEREAS**, Anderson County recognizes the critical importance of Human Resource issues that affect the wellbeing of all county employees, and

**WHEREAS**, the need exists to have uniform procedures and policies in place for the benefit of county government operations, as a whole, and;

**WHEREAS**, the Human Resource Department requires qualified and competent leadership to approach the increasingly complex administrative requirements needed to address Human Resource issues, healthcare, insurance and the employee/employer relationship.

**WHEREAS**, to assist with the creation of the Human Resource Department, and the transition to a centralized and uniform approach to human resource issues, Anderson County wishes to constitute the Human Resources Advisory Committee composed of selected Anderson County Officials.

**NOW THEREFORE, BE IT RESOLVED** by the Anderson County Legislative Body meeting in regular session this \_\_\_\_ day of \_\_\_\_\_ 2023 in Clinton, Tennessee that we amend the original Human Resources Resolution passed March 21, 2005 to include the following:

**Section I: Human Resource Department.** The Anderson County Human Resource Department is hereby established to coordinate and administer system wide human resource **and safety** activities for Anderson County Government with the exception of the Anderson County Schools.

**Section II: Human Resource Advisory Committee.** The Human Resource Advisory Committee is hereby created to assist with the implementation and establishment of the Human Resource Department and the development of its policies and procedures. The Human Resource Director will meet with the Advisory Committee to update and notify the members of recent Human Resource issues within county government at regular intervals to be determined by the Advisory Committee. The Advisory Committee shall monitor the Human Resource Department and its Director for the purpose of providing assistance when needed, evaluation concerns and monitoring for policy compliance purposes. The Human Resource Advisory Committee will develop the job description and required qualifications for the Human Resource Director, and will develop the selection process for the Human Resource Director's position. Upon two-thirds (2/3) majority vote the Advisory Committee will select and recommend a candidate for final confirmation by the County Commission. The voting members of the Human Resource Advisory Committee are as follows:

- 1) County Mayor,
- 2) County Attorney,
- 3) County Clerk,
- 4) Circuit Court Clerk,
- 5) Finance Director,
- 6) Highway Superintendent,
- 7) Assessor of Property,
- 8) Register of Deeds,
- 9) Sheriff,
- 10) Trustee,
- 11) Clerk and Master,
- 12) And one (1) member from the County Commission as selected by their membership.

Voting members may select a nonvoting designated representative to serve in his or her absence at designated meetings for informational purposes and the representative may only cast proxy votes for the identified voting member.

**The Human Resource Director shall serve as Secretary to the Advisory Committee and shall record and maintain the official minutes.**

**Section III: Human Resource Director.** The position of Human Resource Director is hereby created to oversee the daily operations of the Human Resource Department and administer Human Resource programs and initiatives for all Anderson County Government departments and elected officeholders, with the exception of the School Board. The Human Resource Director will be under the day-to-day direction and Control of the Chairman of the Human Resources Advisory Committee. Notwithstanding any provision interpreted to contrary contained within this Resolution the ultimate authority for individual departmental personnel decisions (outside the Human Resources Department)

will rest with the specific elected office holder or department head. The Human Resource Director serves in an advisory capacity to all other offices and departments and shall not have ultimate control and supervision over personnel assigned to other departments or offices in Anderson County Government. The Human Resource Director shall report to the Human Resource Advisory Committee and the County Commission for status reports as requested.

**Section IV: Job Responsibilities.** The Director of Human Resources shall be responsible for the following job duties:

- 1) Policies and Procedures. Development, interpretation and administration of policies and procedures for Human Resource activities for Anderson County Government including, but not limited to, recruitment of a quality workforce and associated hiring process; pay practices; training and development of employees; benefits; staffing and employment resources; compliance with county policies and procedures and state and federal workplace laws,
- 2) Assistance to County Officials. Assists all elected office holders and department heads with Human Resource issues arising in their respective departments, but at all times the individual elected office holder will make the final decision regarding Human Resource issues for their respective office.
- 3) Risk Management Program. Develops, implements and administers a Risk Management program for Anderson County Government to include workplace safety, health and environmental concerns. **Including the filing, administrating and processing of liability claims.**
- 4) Personnel Records. Assist with the employee personnel records, including their storage, maintenance and general upkeep of the files and documents contained within, and answering inquiries related to those records. The Director shall establish a bifurcated system of personnel records separating those records that may be considered protected and privileged under the Health Insurance Portability and Accountability Act (HIPAA) from general personnel files.
- 5) Communication with Workforce. Ensures that effective methodologies and systems are in place to effectively communicate with employees, department managers and elected office holders on Human Resource programs and issues.
- 6) Administrative Guidance. Provides administrative guidance for County offices and staff in the administration of various Human Resource policies and programs.

7) Benefit Programs. Analyzes, evaluates, administers and maintains employee benefit programs to meet employee and county government needs, including, but not limited to, assistance programs, holidays as established by the County Commission, vacation, insurance and sick leave policies.

8) Insurance Programs. Administration of all employee insurance programs, the exchange of information regarding these insurance programs and regular updates to the Human Resource Advisory Committee and the County Commission regarding the status and overall performance of the insurance programs.

9) Compensation Surveys. Conducts and analyzes employee compensation and benefit surveys.

10) New Employee Orientation. Responsible for orientation of new employees regarding entrance documents, county policies and procedures, explanation of benefit programs and application for enrollment in benefit programs.

11) Hiring and Termination Procedures. Assists in the establishment and implementation of legally sound procedures for hiring and terminating employees.

12) Application Process. Works closely with County office holders and department heads regarding personnel issues, including, but not limited to recruitment, advertising positions or openings, application process, administering hiring procedures, evaluating resumes of prospects, administration of entrance exams, maintenance of eligibility lists and training.

13) Compliance with State and Federal Laws. Administers and ensures compliance with all mandated state and federal laws related to Human Resource programs and concerns.

14) Written Communications. Preparation of personnel related letters and memorandums to employees, office holders and department heads to include, office letters, Human Resource program updates, termination, discipline, salary and status changes, insurance and benefit updates and general announcements and employment documents.

15) Training Programs. Conducts staff training programs to improve the overall quality of the governmental workforce.



16) Special Studies and Research. Performs a variety of special studies and analyses for the County Mayor, County Commission, elected office holders and department heads pertaining to Human Resource issues.

17) Maintains Competence. Keeps abreast of Human Resource issues and the legal environment affecting the County workforce.

18) Annual Training Requirement. Attends annual training seminars and conferences on Human Resource topics and concerns as needed.

19) Workers' Compensation Claims. Supervises, files, documents and administers all Workers' Compensation reports. Monitors page and maintains files for governmental reporting and provides status reports to the Advisory Committee, County Commission and County Attorney's Office when requested.

20) Performance Evaluations and Salary Planning. Provides guidance to elected office holders and department heads regarding employee performance evaluations and salary planning concerns.

21) Reports to Commission and Advisory Committee. Reports to County Commission and the Human Resource Advisory Committee, when requested, on Human Resource and personnel issues.

22) Performance Bonds. Monitors and updates, when needed, all performance bonds for County employees.

23) Drug Testing Program. Administers drug-testing programs for those employees required to be tested by state and federal law.

24) Civil Service Compliance. Recognizes and complies with all Civil Service laws related to employment concerns within the Sheriff's Department.

25) County Attorney Reports and Notifications. Notifies, consults with, and reports to the County Attorney with regard to all lawsuits, claims or potential claims arising from Human Resource activities within Anderson County Government.

26) Miscellaneous Assignments. Performs other miscellaneous job duties as assigned, either verbally or written, which may or may not require a high percentage of incumbent's time.

27) Discrimination Prohibited. Takes preventative measures to ensure that no person seeking employment, or currently employed with Anderson County Government shall be discriminated against on the basis of race, nationality, color, gender, age, handicap, and political or religious preference.

28) Disclosure of Criminal Record and Motor Vehicle Convictions. Requires that all contingent offers of employment with Anderson County Government be required to disclose all criminal and motor vehicle convictions.

29) Surety Bond Requirement. Safeguards that all persons seeking employment with Anderson County Government shall be bondable for surety and performance bond purposes and required for the particular position sought. No person shall be employed by Anderson County Government that is unfit for surety and performance bond coverage.

30) Presentation of New Employees to Human Resource Director. Requires all elected officials and department heads to present new employees or paid appointees to the Human Resource Department **within three (3) days of the first scheduled work day or within twenty-four (24) hours of their start date** with Anderson County Government. At this time an orientation meeting will take place **or be scheduled**, including, but not limited to, completion of all employment records, notification and enrollment offered for all applicable county benefits.

31) Required Notifications to Human Resource Department. Ensures that all elected officials and department heads notify the Human Resource Department, as soon as practically possible, when any employee is hired; suspended; placed on voluntary or involuntary leave, including but not limited to, military, maternity, or Family Medical Leave (FMLA); resigns; retires; terminated; or otherwise material changes in their employment status with Anderson County Government

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

33) Exit Interview Requirement.

Whenever possible, ensures that all elected officials and department heads present employees who have resigned, retired, terminated or otherwise left employment with Anderson County, for any reason, to the Human Resource Department for the purpose of conducting an exit interview with Anderson County Government. The Human Resource Director shall conduct the exit interview and record the content and findings in the employee's personnel file. The Human Resource Director shall inform the elected official and department head as to pertinent information uncovered and developed in the exit interview.

**Section V: Termination of the Human Resource Director.** The Chairman of the Human Resources Advisory Committee may recommend termination of the Director upon the consultation, advice and approval of a two-thirds (2/3) majority vote of the entire Human Resource Advisory Committee.

**Section VI: Conflict with Prior Resolutions.** All past resolutions in conflict with this Resolution are hereby repealed effective immediately.

**Section VII: Effective Date.** This amended Resolution shall take effect immediately upon passage by the Anderson County Legislative Body, the public welfare requiring it.

**AMENDMENT RESOLVED,** adopted and effective this \_\_\_\_ day of \_\_\_\_ 2023.

**Anderson County Employee Insurance Board of Trustees**  
**Meeting Minutes: May 8, 2023**

**Members Present** – Terry Frank, Robby Holbrook, Phil Yager, Shain Vowell, and Kim Jeffers-Whitaker

**Others Present** – LEEAN TUPPER, Krystal Burkhardt, Randy Walters, Katherine Ajmeri, Nadea Rule (CBIZ), and virtually, Premise Health's Associate VP of Client Operations Ann Behrens, and Director of Client Operations Janet Jeffrey

**Call to Order** – T. Frank called the meeting to order at 3:30 p.m.

**Approval of Minutes**

Motion made by P. Yager and second by S. Vowell to approve the minutes of the May 1, 2023, Board of Trustees meeting as presented. Motion passed by voice vote.

**Action and/or Discussion Items**

1. After discussion with Premise officials, a motion was made by R. Holbrook and second by P. Yager to approve Premise's proposed budget for FY 2023/24. Motion carried by voice vote. (see attached)
2. Motion made by P. Yager and second by S. Vowell to approve the proposed budget for Fund 263 and recommend it to the Budget Committee for approval. Motion carried by voice. (see attached)
3. K. Ajmeri will provide to BOT members individual copies of the 5 bids received in response to the onsite health clinic RFP. Board members will review each submission and a meeting will be scheduled in June to discuss the submissions.
4. Information Only (see attached E-Mail): Rx Benefits 4<sup>th</sup> Quarter 2022 rebate totaled \$104,437.

The meeting was adjourned at 4:29 p.m.

# ANDERSON COUNTY CONSERVATION BOARD MINUTES

August 7<sup>th</sup>, 2023

Members Present:

Chairman Josh Anderson, Scott Burton, Lewis Ridenour, Tony Powers

Others Present:

Ben Taylor – Parks Director, Stephanie Wells – Tourism Director, Andrew Stone – Secretary

Members Absent:

John Croes

Chairman Anderson called the Conservation Board meeting to order at 5:00pm on August 7<sup>th</sup>, 2023.

**1<sup>st</sup> Item of Business:**

Motion by Scott Burton, seconded by Tony Powers, to approve prior meeting Minutes from July 10<sup>th</sup>, 2023 meeting.

Motion carried unanimously.

**2<sup>nd</sup> Item of Business:**

Discussion held on shore-line erosion around Norris Lake.

Board directs Parks Director Ben Taylor to receive opinion from Highway Superintendent on potential partnership with project.

Item deferred to next meeting.

**3<sup>rd</sup> Item of Business:**

Discussion held on Park policy and application process for events held within the Park.

Item deferred to next meeting for member review of policy.

**4<sup>th</sup> Item of Business:**

Discussion held on 26A permit status for courtesy dock.

Item deferred to next meeting.

**5<sup>th</sup> Item of Business:**

Discussion held on construction of a basketball court to be completed by donating vendor.

Motion by Lewis Ridenour, seconded by Scott Burton, to allow the construction as a donation contingent on review by the Building Inspector.

Motion carried unanimously.

**New Business:**

A. Discussion held on Claxton Park Playground.

Item deferred to next meeting for further consideration.

B. Discussion held on Tourism Enhancement Grant by Tourism Director Stephanie Wells.

Stephanie Wells to bring the plan to Budget Committee and County Commission for approval.

Motion by Scott Burton, seconded by Lewis Ridenour, to approve the intended plan for the grant funding to be used for a new parking lot at Anderson County Park, per County Commission approval.

C. Discussion held on a ribbon-cutting event at Anderson County Park after the County Commission day-meeting on October 16<sup>th</sup>.

Item deferred to next meeting for further consideration.



**Meeting Adjourned**

Next meeting scheduled for Monday, September 4<sup>th</sup>, 2023.

# ANDERSON COUNTY CONSERVATION BOARD MINUTES

July 10<sup>th</sup>, 2023

Members Present:

Chairman Josh Anderson, Scott Burton, Tony Powers, John Croes

Others Present:

Ben Taylor – Parks Director, Andrew Stone – Secretary

Members Absent:

Lewis Ridenour

Scott Burton called the Conservation Board meeting to order at 5:00pm on July 10<sup>th</sup>, 2023.

**1<sup>st</sup> Item of Business:**

Motion by John Croes, seconded by Scott Burton, to approve prior meeting Minutes from May 1<sup>st</sup>, 2023 meeting.

Motion carried unanimously.

**2<sup>nd</sup> Item of Business:**

Discussion held on shore-line erosion around Norris Lake.

Item deferred to next meeting.

**3<sup>rd</sup> Item of Business:**

Discussion held on playground equipment for Anderson County Park.

Motion by Scott Burton, seconded by Tony Powers, to present to the Budget Committee the purchase of playground equipment for Anderson County Park, not to exceed \$75,000.00, utilizing the Sports Gaming Revenue funding designated by Commission for Anderson County Parks use.

Motion carried unanimously.

**4<sup>th</sup> Item of Business:**

Discussion held on Parks' policy and application process for events held within the Park.

Item deferred to next meeting.

**5<sup>th</sup> Item of Business:**

Discussion held on 26A permit status for courtesy pier.

Item deferred to next meeting.

**New Business:**

Ben Taylor presented the construction of a new basketball court at Anderson County Park by volunteer workers.

No motion required.

**Meeting Adjourned**

Next meeting scheduled for Monday, August 7<sup>th</sup>, 2023.



**Anderson County Tourism Council**  
**Board of Directors Meeting**  
**July 27, 2023**  
at Apple Blossom

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

**Members Present:** Maria Hooks, Brent Galloway, Art Miller, Amanda Bridges, Jason Brown, John Meyer, Michael Foster, Jimmy Taylor and Stephanie Wells

**Members Absent:** Beth Hickman, Lisa Shirey, Rick Meredith, Katy Watt, Tim Isbel, Terry Frank, Christine Michaels, Charlie Smith and Katherine Birkbeck

**Approval of Minutes:** A motion was made by Amanda Bridges and seconded by Art Miller to approve the April 2023 minutes. Motion passed.

**Financial Report:** A motion was made by Art Miller and seconded by Michael Foster to approve the FY 2023 Quarterly Financial Reports. Motion passed. Report attached.

**Old Business/New Business**

- Chairperson Maria Hooks appointed Jimmy Taylor to the Tourism Council to fill a vacant seat pending County Commission Approval.
- A motion was made by Brent Galloway and seconded by John Meyer to transfer \$10,000 from fund balance to cover expenses associated with moving including signage, internet installation, shelving, furniture, etc. Motion passed.
- A motion was made by Michael Foster and seconded by Brent Galloway to approve Tourism Council applying for the TDTD Marketing Grant for \$40,000. Motion passed.
- A motion was made by Michael Foster and seconded by Jason Brown to approve Tourism Council applying for the TDTD Enhancement Grant to pave the existing parking lot and construct additional parking at Anderson County Park's public launch for \$100,000 and requesting that the matching funds of \$100,000 come from the county's portion of the sale of the welcome center. Motion passed.

**Executive's Report, given by Stephanie Wells**

- Wells presented the Quarterly Website Visitation and Social Media Report. The AdventureAnderson.com website had 87,040 visitors from January 1, 2023 to June 30, 2023 that visited 100,214 pages, which is 1.4 pages per session. The website visitation decreased 15.92 in 2023 over 2022 for the same time period due to a 21% reduction in budget. In 2022, the tourism council conducted a targeted promotion using a specified grant. The Adventure Anderson Facebook reached 777,503 users and the Adventure Anderson Instagram page reach 27,642 users. See the attached report for more information.
- Wells reported that during the next quarter, the tourism council will be working on a fall campaign using the ARPA funds, implementing the group sales strategies, creating a content calendar and filming with attractions for content creation.
- Wells distributed a sample report from Placer and review the available data with the board.
- Wells reported that the RFP process had been conducted for an Advertising Agency and the bid was awarded to Citizen Agency.
- Wells reported that the Norris Lake Cleanup would be on September 16, 2023 at Anderson County Park.

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

**Respectfully Submitted By:** Stephanie Wells, Secretary/Executive Director

# Anderson County Tourism Council

## FY 2023 Revenues

Month	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Difference FY21- 22
July	\$45,466.42	\$44,642.72	\$32,206.59	\$53,571.31	\$67,672.08	\$14,100.77
August	\$30,214.80	\$33,517.36	\$27,151.40	\$63,369.03	\$55,332.20	-\$8,036.83
September	\$36,829.91	\$32,538.64	\$30,404.33	\$50,814.77	\$60,265.72	\$9,450.95
October	\$35,463.77	\$39,950.65	\$35,054.20	\$52,212.49	\$66,842.97	\$14,630.48
November	\$30,641.21	\$29,271.91	\$26,576.11	\$57,587.57	\$53,733.92	-\$3,853.65
December	\$22,075.39	\$25,460.57	\$22,471.76	\$52,222.53	\$41,824.01	-\$10,398.52
January	\$20,274.72	\$18,603.39	\$30,964.83	\$35,871.23	\$38,234.76	\$2,363.53
February	\$21,884.48	\$26,901.92	\$30,652.36	\$30,366.54	\$38,658.74	\$8,292.20
March	\$20,104.57	\$24,229.62	\$43,680.13	\$34,285.50	\$51,032.04	\$16,746.54
April	\$56,253.16	\$7,970.73	\$47,765.56	\$52,127.11	\$52,126.48	-\$0.63
May	\$39,179.70	\$26,298.62	\$48,454.06	\$58,511.07	\$73,530.95	\$15,019.88
June	\$37,483.72	\$34,494.12	\$48,583.42	\$58,626.69		
Misc					-\$48,583.42	
<b>Total</b>	<b>\$395,871.85</b>	<b>\$343,880.25</b>	<b>\$423,964.75</b>	<b>\$599,565.84</b>	<b>\$550,670.45</b>	<b>\$58,314.72</b>
Percentage of Change	2.78%	-15.12%	19%	29%		

**Anderson County Tourism Council**  
**FY 2023 Financial Report-as of June 30, 2023**

**Revenues**

Account Number	Description	Budget	Actual Revenues	Balance	% of Budget
128-40220	Hotel Motel Tax	577,390.00	477,139.50	100,250.50	82.64%
128-34535	Transfers from Fund Balance	50,000.00	50,000.00	0.00	
128-46980	State Grants	30,000.00	7,732.50	22,267.50	25.78%
128-46980	State Grant-TDOT	9,500.00	9,500.00	0.00	100.00%
128-46980	State Grant-Three Star	17,500.00	25,444.00	-7,944.00	145.39%
128-40220	Surplus Materials and Supplies		53.60	-53.60	
128-44170	P-Card Rebate		695.18	-695.18	
<b>Total Revenues</b>		<b>684,390.00</b>	<b>569,816.00</b>	<b>114,574.00</b>	<b>83.26%</b>

**Fund Balance**

Account Number	Description	Beginning Balance	Transfer to Operational	Balance
128-34535	Fund Balance	456,324.39	50,000.00	406,324.39
128-34785	Capital Projects	200,000.00		200,000.00

**Expenses**

Account Number	Description	Budget	Actual	Balance	% of
128-58110 105	Director	66,004.00	63,232.69	2,771.31	95.80%
128-58110 162	Clerical	113,045.00	56,965.26	56,079.74	50.39%
128-58110 201	Social Security	11,470.00	7,226.51	4,243.49	63.00%
128-58110 204	State Retirement	8,409.00	6,437.81	1,971.19	76.56%
128-58110 206	Life Insurance	168.00	172.50	-4.50	102.68%
128-58110 207	Medical Insurance	15,720.00	15,720.00	0.00	100.00%
128-58110 208	Dental Insurance	572.00	571.44	0.56	99.90%
128-58110 209	Short Term Disability	715.00	407.19	307.81	56.95%
128-58110 210	Unemployment Comp	168.00	75.43	92.57	44.90%
128-58110 212	Employer Medicare	2,683.00	1,690.05	992.95	62.99%
128-58110 302	Advertising	207,000.00	199,663.06	7,336.94	96.46%
128-58110 302 2000	Advertising-State Grant	60,000.00	59,999.50	0.50	100.00%
128-58110 302 4000	Advertising-Move to Anderson	3,000.00	3,000.00	0.00	100.00%
128-58110 302 3STA	Three Star Grant-Brochure	4,500.00	4,500.00	0.00	100.00%
128-58110 307	Communication	500.00	0.00	500.00	0.00%
128-58110 307 0100	Cellular Communications	1,600.00	816.48	783.52	51.03%
128-58110 307 0200	Internet Communication	2,500.00	2,468.55	31.45	98.74%
128-58110 316	Anderson County Chamber	64,856.00	65,262.75	-406.75	100.63%
128-58110 320	Dues and Memberships	4,000.00	2,375.00	1,625.00	59.38%
128-581210 330	Lease Payments	0.00	0.00	0.00	-
128-58110 335	Maint and Repair-Building	7,000.00	4,865.44	2,134.56	69.51%
128-58110 338	Vehicle-Repair and Maint.	500.00	62.62	437.38	12.52%
128-58110 348	Postal Charges	1,000.00	1,345.27	-345.27	134.53%
128-58110 348 4000	Postal Charges-Move to Anderson	1,500.00	42.49	1,457.51	2.83%
128-58110 349	Printing and Stationary	1,000.00	175.06	824.94	17.51%
128-58110 349 4000	Printing-Move to Anderson County	1,000.00	0.00	1,000.00	0.00%
128-58110 351	Rentals-Copier	1,500.00	1,489.41	10.59	99.29%
128-58110 355	Travel	5,000.00	2,852.00	2,148.00	57.04%
128-58110 355 4000	Travel-Move to Anderson	2,000.00	911.02	1,088.98	45.55%
128-58110 399	Other Contracted Services	12,000.00	11,375.00	625.00	94.79%
128-58110 425	Gasoline	2,500.00	1,392.61	1,107.39	55.70%
128-58110 435	Office Supplies	2,000.00	1,806.19	193.81	90.31%
128-58110 451	Uniforms	1,000.00	1,000.00	0.00	100.00%
128-58110 452	Utilities	4,000.00	4,152.17	-152.17	103.80%
128-58110 499	Other Supplies	1,000.00	752.65	247.35	75.27%
128-58110 502	Bldg and Content Insurance	750.00	750.00	0.00	100.00%
128-58110 506	Liability Insurance	911.00	911.00	0.00	100.00%
128-58110 510	Trustee Commission	6,485.00	6,443.16	41.84	99.35%
128-58110 511	Vehicle and Equipment Insurance	1,000.00	1,000.00	0.00	100.00%
128-58110 513	Worker's Compensation	259.00	259.00	0.00	100.00%
128-58110 524	Staff Development	1,000.00	318.00	682.00	31.80%
128-58110 599	Other	575.00	500.00	75.00	86.96%
128-58110 709	Data Processing Equipment	1,000.00	814.22	185.78	81.42%
128-58110 799	Other Capital Projects	40,000.00	37,273.31	2,726.69	93.18%
128-58110 799 TDOT	TDOT Grant-Scenic Byway	9,500.00	9,140.00	360.00	96.21%
128-58110 799 3STA	Three Star Grant-Wayfinding	17,500.00	17,444.50	55.50	99.68%
<b>Total Expenses</b>		<b>688,890.00</b>	<b>597,659.34</b>	<b>91,230.66</b>	<b>86.76%</b>



## 2023 Website and Social Media Report as of June 30, 2022

### Visitation to AdventureAnderson.com

Users..... 87,040  
Sessions ..... 100,214  
Page Views..... 144,009  
Pages per Sessions ..... 1.44  
15.92% Decrease 2023 over 2022

42% Less Funds Spent

### Top 10 Pages

	2023	2022	% change
Home Page	8,214	15,699	-47%
Windrock Listing	7,572	10,448	-27%
Blog-Fishing License	4,472	4,076	9%
Things to Do	3,675	6,677	-45%
Events	3,657	2,882	21%
Blog-Norris Lake	3,188	4,760	-33%
Norris Lake Listing	4,832	6,590	-26%
Stay	2,655	4,591	-42%
Blog-NL Fishing	2,197	2,871	-23%
Rocky Top	1,945	2,778	-29%

### Content Drilldown

	2023	2022	% Change
Blog	49,984	45,900	9%
Places	32,279	35,774	-10%
Events	12,384	11,145	11%
Home Page	8,214	15,699	-48%
Things-to-do	7,923	9,297	-15%
Events	3,657	2,882	27%
Stay	2,655	4,591	-42%
Relocation-info	882	1,271	-31%

### Campaigns

Winter/Spring 2023 ..... 12,251  
May 2023 Campaign ..... 12,133  
PPC ..... 8,656  
Geo Fencing Boat Show ..... 3,165

### Top 10 States

State	2023	2022	% of Change
Tennessee	18,660	27,508	-32%
Georgia	11,181	14,159	-21%
North Carolina	7,736	8,916	-13%
Ohio	5,458	7,045	-23%
Indiana	5,407	6,238	-13%
Kentucky	4,078	5,889	-31%
Alabama	3,583	5,012	-29%
Virginia	3,426	2,314	48%
Michigan	3,296	1,196	176%
Florida	3,033	1,945	56%
	65,828	80,222	-18%

### Acquisition

	2,023	2,022	% of Change
Organic Search	36,989	36,184	2%
Social	27,598	41,270	-33%
Direct	9,997	10,595	-6%
Paid Search	9,182	11,903	-23%
Display	3,165	1,671	89%
Referral	1,058	3,473	-70%
Other	259	6	4217%

### Social Media YTD

Facebook Reach  
777,503 (144.3% ↑)

Instagram Reach  
27,642 (226.4% ↑)

Paid Reach  
228,623 (120.1% ↑)

## **Anderson County Veterans Advisory Committee**

Pursuant to Tennessee Code Annotated 58-3-109. County and municipal service offices.

- (a) The county legislative bodies of the several counties of this state and the governing bodies or each municipal corporation in this state are authorized, jointly or severally, to established service offices for the purpose of advising veterans of the United States Armed Forces, and their dependents, of all rights, privileges, immunities and benefits to which they may be entitled under any law, state or federal, and which may be available to them by private institutions. Organizations or individuals and of assisting them in every way possible in obtaining such rights, immunities and benefits. The Service Offices shall be staffed by accredited veterans' service officers.

### **By-Laws**

Amended January 3, 2023

#### **Article I**

The official name of this committee shall be The Anderson County Veterans Advisory Committee. The Anderson County Advisory Committee was initially established November 20, 2006.

#### **Article II**

The Anderson County Veterans Advisory Committee shall be appointed by the Board of Commissioners of Anderson County, Tennessee and shall serve at the pleasure of said Commission. Members shall be appointed to a period of four (4) year Terms.

#### **Article III**

The Anderson County Veterans Advisory Committee shall consist of Eight (8) members, all of which must be residents of Anderson County and representatives of the following organizations:

1. Three (3) County Commissioner's, appointed by The Anderson County Commission.
2. One (1) member from each of the following Anderson County Veteran Associations:
  - a. The American Legion Post 172;
  - b. Veterans of Foreign Wars Post 12051;
  - c. AMVETS Chapter 2;
  - d. Disabled American Veterans Chapter 26.
3. The Director, Veteran Services, ex-offico

#### **Article IV**

Sec. 1: The members of the committee shall elect, from the membership, a chairman, and this officer shall be elected annually.

Sec 2: The chairman shall preside at regular and special called meetings.

Sec 3: The Chairman shall direct that records and minutes of meetings are recorded and insure that public notice is given at least five (5) days prior to any meeting of the Anderson County Veterans Advisory Committee with agenda available.

## Article V

Sec 1: The Anderson County Veterans Advisory Committee shall meet at least once each calendar quarter.

Sec 2: Regular and special meetings may be called by the Chairman.

- a. Anderson County Commission Rules of Procedure Rule XI provides that "If for any reason, the chairman of the Anderson County Veterans Advisory committee fails or refuses to call a meeting, the Chairman of the Board of the Commissioners, or a majority of the committee membership may do so."

Sec 3: Three (3) members present shall constitute a quorum. A majority of quorum needed to pass any motion.

Sec 4: Business shall be transacted at a regular or called meeting only if a quorum is present.

Sec 5: All meetings shall be conducted in accordance with Rule XI of the Rules of Procedures of the Anderson County Board of County Commissioners.

Sec 6: If any member of the Anderson County Veterans Advisory Committee is absent for more than three (3) consecutive meetings, they will be recommended for replacement

## Article VI


Sec 1: It shall be the duty of the Anderson County Veterans Advisory Committee to accomplish the purposes as set forth in TCA 58-3-109.

Sec 2: It shall be the duty of the Anderson County Veterans Advisory Committee to nominate a Service Officer and present the name to the Anderson County Board of Commissioners for appointment.

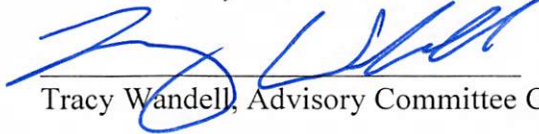
Sec 3: The Anderson County Veterans Advisory Committee shall set forth the duties of and shall recommend the salary for the Service Officer, subject to the approval of the Anderson County board of Commissioners.

Sec 4: The Service Officer shall not be terminated or discharged without the approval of the Anderson county Board of Commissioners.

By-Laws submitted by:

  
Leon Jaquet, Director, Veteran Service

By-laws Approved by:

  
Tracy Wandell, Advisory Committee Chairman