
Anderson County Board of Commissioners

6:00 P. M.

Courtesy Resolutions/Proclamations, Presentations

Resolution No. 24-02-1159 Honoring Leon Jaquet, Director of Veterans Services

6:30 P.M.

Consent Agenda

Thursday, February 22, 2024

- 1. Approval and corrections of January 29, 2024 County Commission Minutes**

- 2. Approval of Notary and Bonds**

- 3. Committee Reports**
 - Anderson County ADA Oversight Committee Minutes (01/06/24)
 - Anderson County Conservation Board Minutes (02/05/24)
 - Finance Committee Minutes (02/12/24)
 - Non-Profit Committee Minutes (02/06/24)
 - Veterans Service Advisory Committee Minutes (01/03/24)

**Respectfully Submitted,
H. Tyler Mayes, Chairman**

Anderson County, Tennessee

Board of Commissioners

RESOLUTION NO. 24-02-1159

RESOLUTION HONORING LEON JAQUET, DIRECTOR OF THE ANDERSON COUNTY VETERAN SERVICE OFFICE

WHEREAS, Leon Jaquet has served as Director of the Anderson County Veteran Service Office since September 17, 2007. Prior to becoming the Director, Leon served in the United States Navy from February 1979 until May 2003; and

WHEREAS, while serving in the Navy, Leon began his career as a night baker and worked his way up to Senior Chief Mess Management Specialist (E-8). He served on five (5) Naval ships: The USS San Jose AFS-7; USS England CG-20; USS Richmond K. Turner CG-22; USS Ingraham FFG-61; commissioned the USS Chancellorsville CG-62; and served with the Seabees of Naval Mobile Construction Battalion 133. He served three (3) tours in the Persian Gulf, including Operation Desert Storm in 1991; and

WHEREAS, while in the Navy, he obtained his degree in Hospitality Management from the American Hotel and Motel Association. Through his degree he began teaching classes to others in the industry and that is how he met his wife of sixteen (16) years, Barbara Jean. Mrs. Jaquet was born and raised in Clinton. After a brief stint up north and once Leon retired from the Navy, Barbara Jean insisted she and Leon return home to Clinton; and

WHEREAS, after his retirement from the Navy, Leon attempted life in the civilian world, holding nine (9) different jobs from November 2003 until September 2007. Leon knew he wanted to find a place to serve veterans such as himself and help them adjust to civilian life. Barbara Jean pointed out the job posting with the Anderson County Veteran Service Office and they knew that was the job for Leon. Out of forty (40) applicants, it was narrowed down to five (5) that were then submitted to the Nominating Committee and then to County Commission, where Leon was the obvious choice for the job; and

WHEREAS, through his tenure as Director, Leon has more than tripled the amount of VA benefits paid to the veterans of Anderson County, increasing from Sixteen Million Dollars (\$16,000,000) in 2007 when he started to over Fifty-Nine Million Dollars (\$59,000,000) in the fiscal year of 2021-2022. He has also been instrumental in the development and organization of the Memorial Day Program and Veteran's Day Parade to ensure that those that have served and those that have paid the ultimate sacrifice for our freedom are honored appropriately; and

WHEREAS, other than his duties as Director of Veteran Service Office, Leon also serves as a member of several Veteran Service Originations, including; The American Legion Post #172 in Clinton, where he has served as Post Commander from 2009 to 2020 and again in 2023 to the current year, The Veterans of Foreign War Post #6494 in Rocky Top, The Disabled Veterans Chapter 26 in Oliver Springs and Alpha Lodge #376 in Clinton; and

WHEREAS, Leon's dedication and service to the veterans and their families has been nothing short of exemplary. His personal motto has always been to excel beyond what is expected and do his absolute best for everyone he can help. He has definitely excelled far above and beyond while acting as Director for Anderson County Veteran Services Office.

NOW, THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners meeting this 22nd day of February 2024 that we honor Leon for his legacy of service to the veterans and their families, not only of Anderson County, but all across the United States and wish him well as he leaves to serve the veterans of the great state of Hawaii.

RESOLVED, DULY PASSED, AND EFFECTIVE this 22nd day of February 2024.

H. Tyler Mayes, Chairman

Terry Frank, County Mayor

ATTEST:

Jeff Cole, County Clerk

Anderson County ADA Oversight Committee
Minutes for January 6, 2024 meeting

Present: Roger Lloyd, ADA Coordinator; Commissioners Anthony Allen and Steve Verran; Stephanie Wells; county website administrator; Marian Wildgruber, committee member who has a disability, and Louise McKown, chair of the ADA oversight committee.

1) Roger Lloyd gave each of the committee members a copy of the spreadsheet of what we did and the cost of them over the past three years that were in our transition plan and two were added to the plan. Much of the work was done as part of the courthouse renovations including the entrance and the county clerk's office.

The county also spent money on accessible drinking fountains, assistive listening devices for all the courtrooms and meeting room 118A, Braille and raised print signs, and an emergency evacuation chair. The spreadsheet was approved by Mayor Frank and the County Commissioners in December. The next ADA report to TDOT will be due by December 31, 2027.

Some of Anderson County Schools and Oak Ridge City Schools that are voting precincts were also included on the spreadsheet. This is because **services** that are included in the county's transition plan, as well as county owned buildings. The election commission is the only entity that can provide elections in the county.

2) The assistive listening devices for Room 118A have finally been installed. However, Brian Young, IT Director was not at the meeting or before it in January to turn them on. Roger Lloyd will talk to Brian to show him how to turn them on. One of our committee members need this device. The good news is that the company that we purchased the assistive listening device finally sent us three extra assistive listening devices signs that their contract with the county said we would receive.

3) Areas of Refuge on the second floor of the courthouse will definitely be in Room 218, which is the new office for the IT Department. When the Purchasing office was moved to the Budget/Finance office, there was a question raised if the

IT Department would still be the area of refuge for emergencies on the second floor. The area of refuge on the third floor will remain in Room 318.

4) Because some of the Braille and raised print signs near the door of the offices were not there, Brian Young looked at a website that had an insert telling people who do have vision to know which room or office they would be going into. However, the insert space was not as big as the ones already have in the courthouse. Louise googled in Braille and Raised Print signs with an insert for an 8 by 11 1/2-inch paper to be installed there. She handed a copy of the sign to Roger with the name of the company and telephone number. This will be on the agenda in our March meeting.

5) Stephanie Wells has done a wonderful job to improve the county's website for people with low vision. Initially, the ADA committee approved the website some years ago after asking Nancy Feist, a former member of the ADA committee who is blind, to look at it. She said it was better than most that she has encountered. But when Louise was looking for the email address for Commissioners Steve Verran and Anthony Allen who are new to the committee, Louise could barely read their email addresses to send them the agenda and minutes that she wrote. After Louise talked with Annette Prewitt about the website, she also had a problem seeing all of the commissioners' email addresses.

Then Louise saw that the home page and most of the information on the links on the website were a light gray print. At the ADA meeting in November, Brian Young and Anthony Allen said it also needed to be darker print.

At the January meeting, Stephanie informed us that some of the departments had their own website, which has been incorporated into the county's website. She listed the County Clerk's office and the Trustee's office, but did not know if the other office were easy to read for people with low vision. Louise said she would look at all of them by the next meeting in March.

5) The next ADA meeting will be March 5th in Room 118A at 3:00 pm.

Minutes were written and submitted by Louise McKown, chair of the ADA Oversight Committee.

ANDERSON COUNTY CONSERVATION BOARD MINUTES

February 5th, 2024

Members Present:

Chairman Josh Anderson, Scott Burton, Tony Powers

Others Present:

Mayor Terry Frank, Jay Yeager – Law Director, Gary Long – Road Superintendent,
Ben Taylor – Parks Director, Andrew Stone – Secretary

Members Absent:

Lewis Ridenour, John Croes

Chairman Anderson called the Conservation Board meeting to order at 5:00pm on February 5th, 2024.

1st Item of Business:

Motion by Scott Burton to approve prior meeting Minutes from January 2nd, 2024 meeting.
Motion carried unanimously.

2nd Item of Business:

Discussion held on the shoreline erosion at Anderson County Park, including the erosion on the County road leading into the Park.

Motion by Scott Burton to request a budget amendment be presented to the Budget Committee moving funds not to exceed \$24,000 from the Parks Reserve Fund to complete a portion of the erosion project.

Motion carried unanimously.

Board also requests that Road Superintendent Gary Long obtain approximate cost to complete remaining areas of concern, and for Law Director Jay Yeager to write a letter to TVA clarifying their role in assisting with the completion of the project.

3rd Item of Business

Discussion held on the current Conservation Board makeup and quorum protocol.

Mayor Terry Frank to post an application for an open position on the Conservation Board.
Item deferred to next meeting.

Meeting Adjourned

Next meeting scheduled for March 4th, 2024.

Anderson County Board of Commissioners
Financial Management Committee
Meeting Minutes

February 12, 2024
4:00 PM, Room 312

Members Present: Mayor Terry Frank (Committee Chair), Commissioner Tracy Wandell (Vice-Chair), Commissioner Tim Isbel, Commissioner Phil Yager, Highway Superintendent Gary Long, and Director of Schools Tim Parrott.

Members Absent: Commissioner Josh Anderson

Meeting Facilitator: Mayor Terry Frank (Committee Chair)

Call to Order: The meeting was called to order by Terry Frank (Committee Chair).

I. Charitable Donation Policy Changes

Finance Director Robby Holbrook presented changes to the Charitable Donation Policy, as recommended by the Non-Profit Committee.

Motion by Commissioner Yeager, seconded by Superintendent Long, and passed to approve the policy changes as presented.

II. Capital Assets & Controllable Assets Policy, Section 10.5

Finance Director Robby Holbrook presented proposed changes to Section 10.5 “Accountability Policy” of the Financial Management Policies & Procedures Manual (FMPP).

Motion by Director Parrott, seconded by Superintendent Long and passed, to approve all changes as presented with the addition of language specifying that the Purchasing Office will supply each department with inventory lists.

III. Sale of Surplus County Personal Property, Section 10.6.1

Finance Director Robby Holbrook presented a request to add language specifying that the Finance Director may approve the disposal of surplus items after three failed attempts to sale the items at auction.

Motion by Commissioner Wandell, seconded by Commissioner Yeager, and passed to approve the change.

IV. Wireless Device Policy, Attachment 7 to Purchasing Policy

Finance Director Robby Holbrook presented Finance Director Robby Holbrook presented proposed changes to the Wireless Device Policy for county-owned property.

Motion by Commission Yeager, seconded by Commissioner Isbel, and passed to approve all changes as presented.

V. County Vehicle Identification Policy

Finance Director Robby Holbrook presented a proposed County Vehicle Identification Policy for review and approval.

Motion by Commissioner Wandell, seconded by Commissioner Yeager, and passed to approve the policy with the specification of “departmental county vehicles” in Section 3.B of the policy.

VI. Travel Policy

Finance Director Robby Holbrook presented a revised Travel Policy with multiple items for discussion and consideration.

Motion by Commissioner Wandell, seconded by Commissioner Yeager, and passed to strike Section 13.10(d) related to “fees, tips, and gratuities”.

Motion by Commissioner Isbel, seconded by Commissioner Yeager, and passed to approve all outlined changes.

VII. New Business –None

VIII. Adjourned

Anderson County Board of Commissioners
Non-Profit Committee
Meeting Minutes

February 6, 2024
4:00 PM, Room 118A

Members Present: Commissioners Phil Yager (Committee Chair), Denise Palmer, Shain Vowell, Aaron Wells, Stephen Verran and Tracy Wandell.

Members Absent: Commissioner Jerry White and Shelly Vandagriff

Other Attendees: Finance Director Robby Holbrook, Deputy Finance Director Randy Walters.

Meeting Facilitator: Commissioner Phil Yager (Committee Chair)

I. Charitable Donation Policy, Application Form Changes

Deputy Director Randy Walters discussed changes to application form, Exhibit B.

Motion by Denise Palmer, seconded by Aaron Wells to approve the addition of fields for “Purpose of Request”, “Amount Requested” and “Submission Date” to the application form.

Motion passed unanimously.

II. Sample Resolution

Motion by Aaron Wells, seconded by Stephen Verran to approve the revised sample resolution.

Motion passed unanimously.

III. Application Review: Child Advocacy Center of Anderson County (CACAT)

Margaret Durgin, Director of Child Advocacy Center, presented a donation request for a window replacement project and answered questions.

Motion by Shain Vowell, seconded by Stephen Verran to support the request.

Motion passed unanimously.

Motion by Shain Vowell, seconded by Stephen Verran to recommend that the Budget Committee appropriate \$14,000 for the CACAT window replacement project, with a stipulation that if the project cost is less, any remaining money would be returned to the county.

Motion passed unanimously.

(CACAT will provide 3 quotes before the March 2024 Budget Committee meeting.)

IV. Application Review: American Legion Post 172 of Anderson County

Leon Jaquet, Director of Veteran Services, presented a donation request for a parking lot paving project and answered questions.

Motion by Tracy Wandell, seconded by Shain Vowell to support request.

Motion passed. Voting no Denise Palmer.

Motion by Tracy Wandell, seconded by Shain Vowell to recommend that the Budget Committee appropriate \$10,000 for the paving project.

Motion passed 4-2. Voting no Denise Palmer and Aaron Wells.

V. Application Review: YWCA of Anderson County

Latoya Shephard, Director of Victim Services presented a donation request for gap funding for a supervised visitation program and answered questions.

Motion by Aaron Wells, seconded by Denise Palmer to deny approval of the request for \$40,000 in gap funding.

Motion passed unanimously.

VI. Updates to Charitable Donation Policy

Motion by Aaron Wells, seconded by Stephen Verran to approve all updates as presented.

Motion passed unanimously.

VII. Motion by Shain Vowell, seconded by Stephen Verran to approve adding the revised sample resolution to policy.

Motion passed unanimously.

Anderson County Board of Commissioners
Veterans Service Advisory Committee
Minutes

January 3, 2024

Members Present: Commissioner Tracy Wandell, Commissioner Steven Verran, John Aperans, Michael Wagoner, VSO Leon Jaquet

Members Absent: Commissioner Robert McKamey, Robert Matthews, Marc Brooks

Call to Order: Meeting called to order by Commissioner Wandell at 1830.

Approval of Agenda/Prior minutes: Motion to approve by Michael Wagoner, seconded by Commissioner Verran, passed by voice vote.

VSO Report:

- A. Review of Monthly/Quarterly VSO Report FY23/24
- B. Reviewed FY23-24 Budget, previously discussed VSO raise discussed/tabled.
- C. Review/discussion of Oak Ridge Office, continue to monitor usage.

Old Business:

- A. Veterans Appreciation Breakfast Update, next Breakfast Sat, January 13, 2024
- B. Veterans Bridge Flags project. TDOT denied flag poles, change to monument with landscaping. Mayor still working issue, considering Flag Poles on TWRA land next to road, near bridge.

New Business:

- A. VA Updates: PACT Act Law progresses
- B. Budget Proposal for FY24/25 Budget. Discussion on proposed VSO Salary, motion by Commissioner Verran, seconded by Michael Wagoner to request for salary increase within the proposed budget for VSO at \$70K based on Training (Continuing Education Units), monthly meetings attended, GDX Report for benefits paid to A/C Veterans to be included as supporting evidence.
- C. Discussion from Commissioner Wandell about Veteran Services positions being moved within the county to under direct supervision of the County Mayor's Office.
- D. Discussed potential State level appropriation of \$50K towards County VSO positions state wide. Possible uses to include, VSO Raise, hiring of a Part-Time VSO to learn position/assist, Expand/re-locate VSO Office within the courthouse.
 - 1. Motion to pursue part-time Service Office by Michael Wagoner, seconded by John Aperans, passed by voice vote.
 - 2. Motion to research possible expansion/re-location of VSO Office by Michael Wagoner, seconded by John Aperans, passed by voice vote.
 - 3. Members requested to have current Director Veterans Service Officer Job Description and Benefits vs Salary Summary email to all members for review.

Adjournment: Meeting Adjourned at 1930 per motion by Commissioner Wandell, Chairman due to no further discussion. Next meeting to be held **Monday, April 1, 2024 6:30 pm.**

Submitted by:

Leon G Jaquet

Leon Jaquet,
Director, Veteran Services