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# Anderson County Board of Commissioners

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**6:00 P. M.**  
**Courtesy Resolutions/Proclamations, Presentations**

**6:30 P.M.**  
**Consent Agenda**  
**Monday, March 18, 2024**

- 1. Approval and corrections of February 22, 2024 County Commission Minutes**
- 2. Approval of Notary and Bonds**
- 3. Waste Management Funds Request**
  - Norwood Middle School is requesting \$225.00 to help pay for buses for an attendance incentive field trip.
- 4. Committee Reports**
  - Anderson County ADA Oversight Committee Minutes (03/04/24)
  - Anderson County Employee Insurance Board of Trustee Minutes (12/11/23)
  - Audit Committee Minutes (03/07/24)

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



## *Norwood Middle School*

Principal: Shawna Woodruff  
Assistant Principal: Melissa Fey  
swoodruff@acs.ac & mfey@acs.ac

803 East Tri-County Blvd. Oliver Springs, TN 37840  
School Phone (865) 435-7749 Fax (865) 435-5426

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Mr. McKamey,

Norwood Middle School is an engaged community of learners where all endeavors are attainable. We believe school attendance is crucial to reaching each endeavor. Each 9 weeks we celebrate our students with an attendance incentive field trip. To celebrate the third quarter, Norwood Middle students will be going to the Tri County Roller Arena on March 20th. In order to keep the cost low for each student, we would like to request \$225 from the Waste Management Funds to help pay for the buses.

Thank you for supporting Norwood and the community.

Courtney Vandevander  
FRC Director  
AC Schools

Robert \$125  
Jerny \$125

Anderson County ADA Oversight Committee  
Minutes for March 4, 2024 meeting at 3pm

Present were Roger Lloyd, Steve Verran, Marian Wildgruber, and Louise McKown. Allen Anthony was not there because Louise mistakenly typed in March 6<sup>th</sup> when she wrote the January agenda. Louise has apologized for this to Allen and Annette Prewitt.

**One)** Roger Lloyd asked Louise to come to the courthouse on March 3<sup>rd</sup> to see witness room. These are needed for lawyers and their clients so they do not have to use the hallways to discuss their clients about their case. There were problems with five spots that needed a very small ramp that they made because the weight of the metal frames holding heavy boxes could possibly make people who are blind or have low vision to fall. Roger is going to order 10 black strips with truncated domes on top of it. That will allow these people to know that they will know they are coming to a ramp. The witness rooms have a table and several chairs and a small refrigerator thanks to the District Attorney, who paid for them. Signs will be ordered to say Witness Rooms on the two entrances to these rooms, one of which is near the Commissioner's room in 312 and one of which is near the hall before the stairs. Witness rooms 1, 2, 3, 4, and 5 In Braille and raised print will also be ordered.

Then we saw next room next to the witness rooms from the hallway entrance to see the Archives room that has metal frames to hold the most recent files in boxes. We saw that the frames were 34 inches from the wall, which is ADA compliant for wheelchair users. The new Archives office is now on the first floor just beyond the County Clerk office has other boxes in it also. The older ones are at the Emory Valley Center in Oak Ridge near General Sessions Two Court.

**Two)** Louise asked Roger if he knew if people went to the Areas of Refuge considering the signs for them are not yet up. Someone called the courthouse to tell them that a bomb was in the courthouse. Roger informed us that when someone calls about a bomb, employees and visitors in the courthouse will gather in the Clinton Community Center. When an active shooter is brought in the courthouse people will gather in rooms 312, 212, and Roger's room on the first floor. Fortunately, the man who did this has been caught because he called on his cellphone. In years past when cellphones were not as prevalent as now, calls like this were two or three a week and it was harder to find those people who made these calls to delay their court case.

**Three)** Louise asked Roger is the part for the microphones in room 118A and three of the signs of the assistive listening devices for the three courts that do not have them, as part of the contract that Brian Young he made with the company that installed them. Finally, after many months of waiting, Roger now has the signs and the part for the microphones.

Brian has made a sign for room 118A to call him when someone wants to use the assistive listening devices. We have one county commissioner on the ADA committee who needs the assistive listening devices. Unfortunately, on March 4<sup>th</sup> Brian is so busy that he has not been able to turn on the assistive listening devices when we needed him, much less work with Roger to show him how to turn the microphones on. Hopefully, by our May 6<sup>th</sup> ADA meeting Brian can show Roger how to turn the microphones on.

**(Four)** Louise asked Roger if the ADA transition plan will be for one or three years to be sent to TDOT in Nashville. Roger said it would be for three years. Then Louise asked it is possible to have the transition plan on spreadsheet to be on two sheets for paper. One for what was already done and one that is for the next three years. She also asked if Marian Wildgruber who is blind to receive the spreadsheets on her computer that has a special program for the blind, so she can read what we have already done and what we have accomplished in the next three years. Roger will get with Andrew Stone in the Human Resources Department to see if these two things are possible.

**(Five)** Roger called a company who makes signs in Braille and raised signs. He asked them how much one sign would cost. The woman who got the call she would not tell him the amount. However, if Roger can her a list of rooms needing Braille and raised print signs and the size that we want them, she will work with us. Louise will get her a list of all the signs we need, some of which do not have numbers for their doors.

**(Six)** Stephanie Wells is working with Louise on the website where some of the light grey print to be darker for the people with low vision. It will take a lot of time to do this because Louise must go through each department of which there are 36 departments, with tabs and links to on each of them.

Lousie talked with Roger about his department of the website. It says nothing about his duties other than being the ADA Coordinator. Roger has another Disability Services that says the exact same thing as the first one. Beside his photo is his Roger's name saying Supervisor that should say that he is the ADA Coordinator.

**Seven)** Roger said that we have spent over \$100,000 in the past three years on the courthouse, primarily for the new entrance to the courthouse.

The next ADA Oversight Committee will be May 6<sup>th</sup> at 3:00 pm in Room 118A.

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

**Anderson County Employee Insurance Board of Trustees  
Meeting Minutes: December 11, 2023**

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

**Others Present** – Leean Tupper, Randy Walters, Katherine Kleehammer, Hollie Fields, Tyler Mayes

**Call to Order** – T. Frank called the meeting to order at 3:34 p.m.

**Approval of Minutes**

**Motion** made by R. Holbrook and second by P. Yager to approve the minutes of the November 30, 2023, Board of Trustees meeting as presented. **Motion carried** by voice vote.

**Public Comments** - none

**Action and/or Discussion Items**

1. R. Holbrook made a **motion**, second by P. Yager, to continue negotiations and pursue a contract with Proactive MD for the on-site employee health clinic, and to formally notify Premise Health of the Board's decision and ask if they will entertain a 30- to 60-day contract extension, if needed. **Motion carried** by voice vote.

**New Business**

1. In regards to a spouse retirement clarification, **motion** was made by P. Yager and second by S. Vowell that, based on the CBIZ consultant's advisement, Anderson County keep a former employee/retiree at the benefit that was in effect at the time of that individual's retirement, and the new retiree at the current benefit amount (\$800 per month) up to age 65. **Motion carried** by voice vote.
2. **Motion** made by R. Holbrook and second by P. Yager that existing health clinic staff be offered the opportunity to apply for positions with Proactive as part of contract negotiations and that, if employees don't qualify for a position, Proactive consider giving them time to meet criteria for the positions. **Motion carried** by voice vote.

**Adjournment**

There being no further business the meeting was adjourned at 4:21 p.m.

Anderson County Board of Commissioners

**Audit Committee**

**Minutes**

March 7, 2024 3:30p.m.

Room 312

**Members Present:** Commissioners Josh Anderson –Chair, Stephen Verran, Aaron Wells, Tyler Mayes, and Phil Yager.

**Members Absent:** Commissioner Michael Foster and City of Clinton Finance Director Gail Cook (retired).

**Call to Order:** The meeting was called to order by Commissioner Anderson –Committee Chair.

**I. Elect a Chairman, Vice-Chairman**

Motion by Commissioner Wells, second by Commissioner Yager, and passed to nominate Commissioner Josh Anderson as Committee Chair.

Motion by Commissioner Mayes, second by Commissioner Yager nominate Commissioner Wells as Vice-Chair.

Motion by Commissioner Mayes, second by Commissioner Yager to cease nominations and elect Commissioner Wells by acclamation. Motion passed unanimously.

**II. Discussion of a New Member**

Motion by Commissioner Mayes, second by Commissioner Yager, and passed to forward this item to the Nominating Committee.

**III. 2023 Fiscal Year Audit Findings 2023-001 & 2023-002 and Corrective Action Plan**

Finance Director Robby Holbrook reported on the Office of Director of School’s audit finding regarding an requesting grant reimbursements on a timely basis; and the Offices of Trustee, Finance Director, and Director of Schools audit finding regarding School Federal Projects Fund having a cash overdraft for the majority of the year and the trustee paying checks from the School Federal Projects Fund that exceeded available funds.

Motion by Commissioner Mayes, second by Commissioner Yager, and passed to refer to County Commission with a recommendation to approve the Corrective Action Plan (CAP) as presented.

**IV. New Business**

None.

**V. Meeting adjourned.**