

## Legal Services Advisory Committee

Monday, September 23, 2024

10:00 a.m.

Room 118A, Anderson County Courthouse

100 N. Main Street, Clinton, TN

### AGENDA

1. Call to Order
2. Election of Chairman; Vice-Chairman; Secretary
3. Approval of Minutes from August 30, 2024: attached
4. Approval of job posting: draft attached.
5. Timeline for application review and interviews. Need to set meeting dates. Below are suggestions only.  
**Application review:** Monday, October 28, Tuesday Oct 29, or Wed. Oct 30th?  
**Interviews:** Date(s) sometime between November 1-13th (*unless we extend Brooks' contract by 30 days, we should make recommendation to full commission by Wednesday, November 13th, with suggested candidate start date of Monday, December 2nd. If we choose to extend Brooks' contract, we should make recommendation by December 11, 2024, with suggested candidate start date of Thursday, January 2, 2025.*)
6. Vacancy of Legal Assistant: options below
  - Leave vacant until new Law Director appointed
  - Permanent vacancy
  - Address during review of Private Act
  - Initiate hiring process
7. Status of prior motions, and suggested timeline for review of Private Act.
8. Other meeting dates needed for staff
9. Unfinished business
10. New business
11. Adjourn