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# **Anderson County Board of Commissioners**

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**6:00 P.M.**

**Courtesy Resolutions/Proclamations, Presentations**

**Presentation – Oak Ridge High School Scholarship – recipient Zoe Brown**

**Proclamation – Foster Care Month – requested by Mayor Frank**

**6:30 P.M.**

**Consent Agenda**

**Monday, May 19, 2025**

- 1. Approval and corrections of April 10, 2025 and April 21, 2025 County Commission Minutes**
- 2. Approval of Notary and Bonds**
- 3. Waste Management Funds**
  - Oak Ridge High School is requesting donations to help provide new microphones, vocal & acting coaches, music direction, and resources for Masquers.
- 4. Committee Reports**
  - AC Employees Insurance Board of Trustees Minutes (4/3/25, 4/16/25)
  - HR Advisory Committee Minutes (4/24/25)
  - Legislative Committee Minutes (4/10/25)
  - Anderson County Library Board Minutes (3/13/25) (5/8/25)

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



**Oak Ridge**  
HIGH SCHOOL

**Oak Ridge High School**  
1450 Oak Ridge Turnpike  
Oak Ridge, TN 37830  
(865) 425-9601 Fax: (865) 425-9678

2/6/2025

Commissioner Phil Yager  
Anderson County Commission  
100 N Main Street  
Clinton, TN 37716

Commissioner Phil Yager,

**Masquers NEEDS YOU** to continue producing outstanding theatre at ORHS. Please help us provide new microphones, vocal & acting coaches, music direction, and resources for our club and new theatre class. These resources provide students with the tools they need to do theatre with excellence. ORHS Masquers was Tennessee Theatre's 2024 Marquee Award Winner for Outstanding Overall Musical, Lead Actor & Lead Actress.

Masquers strives to be competitive as one of the best high school theatre programs in the area. With over 80 students involved in the cast, improv, crew (lights, sound, deck, set, props & costumes), and orchestra pit, ORHS Masquers is the largest club at ORHS and receives no funding from Oak Ridge Schools. Everything Masquers does is funded by generous individuals, sponsors, and ticket sales.

**Thank you for considering donating to Masquers.** Please make plans to come and see them in action this February 7th at 7pm for our **Valentine Improv Show** and then again on February 28 at 7 PM, March 1 at 2 PM and 7 PM, and March 2 at 2 PM as they present **The Addams Family: A New Musical**.

Help us keep the spotlight on these talented performers. We are deeply grateful for your support!

Thank you,

Terri Lloyd  
ORHS Theatre Teacher  
and Masquers Producing Sponsor  
[tslloyd@ornh.edu](mailto:tslloyd@ornh.edu)  
(865)363-7917

ORHS Principal

Director of Schools

Phil \$2500. balance  
Bob \$2000-

Principal  
Drayton Hawkins

Assistant Principals  
Beth Estep  
David Foust  
Jennifer Milligan  
Stephanie Thompson  
Russ Wise

Athletic Director  
Joe B. Gaddis

**Anderson County Employee Insurance Board of Trustees**  
**Meeting Minutes: April 3, 2025**

**Members Present** – Terry Frank, Robby Holbrook, Phil Yager, Shain Vowell, and Andrew Stone

**Others Present** – LEEAN TUPPER, Katherine Kleehammer, Hollie Fields, Paul Richardson, John Prince, and CBIZ representatives Amanda Rymer, Kari Presley, and Meghan Dougherty

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

**Public Comments** - none

**Approval of Minutes**

Motion made by P. Yager and second by R. Holbrook to approve the minutes of the December 3, 2024, Board of Trustees meeting as presented. Motion passed by voice vote.

**Action and/or Discussion Items**

1. Health Plan and Rx Plan Bid Approval: A motion was made by R. Holbrook and seconded by P. Yager to approve a 3-year bid from BlueCross BlueShield of Tennessee and a bid from Rx Benefits for the Fiscal Year beginning July 1, 2025. Motion carried unanimously.
2. Actuarial report from CBIZ - Kari Presley reviewed the company's medical and pharmacy funding rate projections. The Board will consider decisions regarding premiums at the next meeting.
3. Finance Update for Fund 263: R. Holbrook reviewed the finances for the health insurance fund (see attached)
4. Mitigating Contribution Increases: R. Holbrook proposed small changes to the dental and vision plans, to charge small fees, instead of free, for the single coverage on both plans. No action
5. UCOR Mental Wellbeing Center Discussion: Mayor Frank will arrange for UCOR's Ashley Saunders to attend a BOT meeting to discuss the facility.

**Unfinished Business** — None

**New Business**

1. Randy Walters announced to the Board that he will be retiring July 11<sup>th</sup>, and John Prince will handle Fund 263 for the county.
2. To further mitigate premium increases, R. Holbrook discussed the annual code 207 "sweep" in the General Fund and, per audit best practices, calculating other county funds to "sweep" annually. Holbrook will draft motion language to bring to the next meeting.

**Adjournment** – The meeting was adjourned at 4:27 p.m.

**Anderson County Employee Insurance Board of Trustees**  
**Meeting Minutes: April 16, 2025**

**Members Present** – Terry Frank, Robby Holbrook, Phil Yager, Shain Vowell, and Andrew Stone

**Others Present** – Leean Tupper, Paul Richardson, John Prince, Hollie Fields, CBIZ representative Kari Presley, and Proactive MD representative Leia Barrett

**Call to Order** – T. Frank called the meeting to order at 2:32 p.m.

**Public Comments** - none

**Approval of Minutes**

Motion made by P. Yager and seconded by S. Vowell to approve the minutes of the April 3, 2025, Board of Trustees meeting as presented. Motion passed by voice vote.

**Action and/or Discussion Items**

1. Premium Contributions and Mitigating Significant Increases: There was further discussion about CBIZ's medical and pharmacy funding rate projections for FY 25/26. Additionally, Finance Director Holbrook presented a proposal pertaining to benefits funding and premium costs.
  - A. P. Yager made a motion, seconded by A. Stone, made a motion that the Finance Department be authorized to conduct a General Fund Code 207 "sweep" to Fund 263 of rollover funds at fiscal year-end to include budget amendments for funds with no rollover amounts. Motion carried by voice vote.
  - B. R. Holbrook made a motion, seconded by S. Vowell to approve a 5-percent increase in the Employer Contribution on premiums. Motion carried by voice vote.
  - C. A. Stone made a motion, seconded by S. Vowell, to approve small premium increases in Health Plan premiums, between \$2 and \$4 for gold and silver plan participants, and \$20 for bronze plan participants. Motion carried by voice vote.
2. A motion was made by R. Holbrook and seconded by P. Yager to change the Health Plan names from Gold, Silver, and Bronze, respectively, to "Option 1", "Option 2", and "Option 3". Motion carried by voice vote.
3. Dental & Vision: R. Holbrook made a motion seconded by P. Yager to charge small fees for Single Coverage, and small increases in the other levels and tiers as well. Motion carried by voice vote.
4. Health Risk Assessment Scorecard: On a motion made by R. Holbrook and seconded by S. Vowell, the Board voted to add options for employees to qualify for the annual HRA and to adjust the program's timeframe — January 1, 2025 through May 31, 2026 — to allow employees more time to qualify for premium reductions effective 7/1/2026. Motion carried by voice vote.
5. ProactiveMD Annual Report: Leia Barrett reviewed the employee health clinic's statistics for the last year.

**Unfinished Business** — None

**New Business** — None

**Adjournment** – The meeting was adjourned at 4 p.m.

## **Human Resources Advisory Committee Meeting Minutes: April 24, 2025**

**Members Present:** Terry Frank, Robby Holbrook, Regina Copeland, Rex Lynch, Tim Shelton, Hal Cousins, and Jeff Cole

**Members Absent:** Johnny Alley, Gary Long, Russell Barker, and Shain Vowell.

**Others Present:** Jamie Brooks, Andrew Stone, Paul Richardson, Randy Walters, Denise Palmer, Nicole Hensley, and Leean Tupper

### **Call to Order**

Mayor Frank called the meeting to order.

**Public Comments** — none

**HR Director/Current Status** – Interim Director Andrew Stone said he has completed the Public Sector/Government Human Resources Training and required testing is expected to be scheduled in the fall.

Committee members asked A. Stone to step out of the room. Mayor Frank said she wants to name A. Stone to the full HR Director's position. Committee members agreed, and A. Stone returned to the meeting.

### **Policy Updates:**

- A) Vacation Policy – Motion made by Robby Holbrook and seconded by Hal Cousins to approve, effective July 1, 2025, that county employees begin accruing vacation hours each month. And, upon being hired, new employees (after working for six months) will receive one week's worth of vacation time – instead of having to wait a year for any vacation days – then begin accruing vacation hours each month. Motion carried by voice vote.
  - A policy pertaining to payout of accrued vacation time for retiring or employment-separated employees will be discussed at the next meeting.
- B) Personnel Policies – Tennessee Code Annotated §5-23-103 (Section B) lays out the process required, under the Finance Management Act of 1981 if elected officials independently choose to create personnel policies different than a county's base policy. HR will work with the Law Director's office to make sure that all personnel policies are filed appropriately, per that statute.

**New Business** – None

The meeting was adjourned at 9:43 a.m.

Anderson County Board of Commissioners  
**Legislative Committee**  
**MINUTES**

April 10, 2025  
@ 5:30 P.M.  
Room 312

**Members Present:** Denise Palmer, Bob Smallridge, Anthony Allen, Tyler Mayes, Jerry White and Shelly Vandagriff

**Members Absent:** Tim Isbel and Sabra Beauchamp

**Others Present:** Mayor Frank, Commissioner Capshaw, Commissioner Vowell, Tracy Parker and the Law Director

**Call to Order:** Chairwoman Palmer called the meeting to order.

Appearance of Citizens: None

Commissioner Vandagriff made a motion to approve the agenda as presented. Seconded by Commissioner Smallridge. Motion passed.

**Legislative Update**  
No Action

**Fireworks Private Acts 1947 Chapter 291**

Mayor Frank suggested that members study the general law and then decide how to proceed. Chairwoman Palmer requested the Law Director's Office send this information to the members and set a meeting in May for discussion.

**Unfinished Business**  
None

**New Business**  
None

Meeting Adjourned

AC Library Board Meeting  
Norris Library  
13 March 2025 @ 1730 EDT

The March 2025 Anderson County Library Board meeting was called to order by ACL Board Chair Josh Anderson at 1730 EDT on 13 March, hosted at the Norris Library.

The Chair asked for the roll to be called.

Board members present were:	Present	
Josh Anderson, ACLB Chair,	___√___	
Vickie Underwood, ACLB Vice Chair,	___√___	
Carolyn Boswell, ACLB Treasurer,	___√___	
Tommy Mariner, ACLB Secretary,	___√___	
Jess Ann Cole,	___√___	
Christy Hibbler,	___	Absent
Charlotte Johnson,	___√___	
Terri Ryan,	___√___	
Debra Shaw,	___	Absent - Has Emailed her resignation to the Rocky Top Mayor
Regional Director Matthew Jordan	___	Absent - Represented by Paula Carroll
Four library directors,	Present	
Kimberlee Byrge (Norris),	___√___	
Kelly Harris (Rocky Top),	___	Absent
Miria Webb (Clinton),	___√___	Arrived at 1735
Daphne Windham (Briceville),	___	Absent

One member of the public was in attendance as the meeting started. One more member of the public arrived by 1745.

The meeting agenda was reviewed and approved.

The minutes of the February 2025 meeting were reviewed. Each ACLB member has received draft minutes by Email prior to the meeting. No editorial changes were made. A motion to accept the minutes was made by ACLB Trustee Underwood, seconded by Trustee Boswell, and unanimously approved, 7 - 0.

Trustee Boswell provided a Treasurer's Report. Small transfers for the Clinton and Norris Libraries were outlined. These modifications within the library budgets were moved to be approved by Trustee Mariner; seconded by Trustee Underwood, and unanimously approved, 7 - 0.

New business -

No additional book reconsiderations have been submitted. One copy of *Gender Queer* has been returned in damaged condition for which the patron will be charged a damage fee.

Old Business -

Concerning reviews of Library Director performance, 6 of 8 reviews have been completed.

Daphne Windham (Briceville) - Trustee Cole & Trustee Hibbler (Complete)  
Miria Webb (Clinton) - Trustee Mariner & Trustee Underwood (Complete)

Kimberlee Byrge (Norris) - Trustee Boswell & Trustee Ryan (Incomplete, 1 of 2)

Kelly Harris (Rocky Top) - Trustee Hibbler & Trustee Shaw (Incomplete, 1 of 2). Trustee Underwood will do the review in place of Trustee Shaw.

Library Director reports were taken to review highlights of their written reports.

Briceville - The Director Emailed her monthly report to ACLB members. A copy of the report is available for review at the Briceville Library.

Clinton - New sound absorbing felt baffles have been ordered for the children's area and will be installed soon. Director Webb will attend and present at the TNLA meeting in April, returning on 10 April.

Norris - Annual Friends meeting will be held on 29 March 2025. The yearly Easter Egg hunt is scheduled for Tuesday, 15 April, at 1:00 pm and 2:30 pm.

Rocky Top - The Director Emailed her monthly report to ACLB members. A copy of the report is available for review at the Rocky Top Library.

Regional Library Director Jordan provided his report via Email that was submitted earlier to members of the ACLB. He was represented at the meeting by Paula Carroll of the regional staff who provided highlights of the regional report.

Trustee Boswell moved to skip the April ACLB meeting due to the absence of two Trustees and three Library Directors. Trustee Underwood seconded the motion which was unanimously approved, 7 - 0. Chairman Anderson called for a period to Hear from the Public after the other ACLB business was complete. No member of the public present chose to address the ACLB.

The next ACLB meeting will be held at the Rocky Top Library on 8 May 2025 at 1730 EDT.

The ACLB meeting was adjourned at 1812 EDT by Chairman Anderson.



AC Library Board Meeting  
Rocky Top Library  
8 May 2025 @ 1730 EDT

The May 2025 Anderson County Library Board meeting was called to order by ACL Board Vice Chair Vickie Underwood at 1745 EDT on 8 May, hosted at the Rocky Top Library. The start was delayed due to traffic delays on I-40 and US 25W impeding ACLB members arrival in Rocky Top.

The Chair asked for the roll to be called.

Board members present were:

Josh Anderson, ACLB Chair,  
Vickie Underwood, ACLB Vice Chair,  
Carolyn Boswell, ACLB Treasurer,  
Tommy Mariner, ACLB Secretary,  
Jess Ann Cole,  
Christy Hibbler,  
Charlotte Johnson,  
Terri Ryan,  
Christina Duffey, (new Rocky Top Trustee)

Present

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Arrived @ 1750

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Absent

Absent

Absent

Regional Director Matthew Jordan

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Four library directors,

Kimberlee Byrge (Norris),  
Kelly Harris (Rocky Top),  
Miria Webb (Clinton),  
Daphne Windham (Briceville),

Present

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Arrived @ 1755

Absent - Stuck in US 25W traffic

Quorum was present with arrival of Trustee Ryan. Director Webb was initially delayed due to student disruption at the Clinton Library which resulted in a call for assistance from the Clinton Police Department. Once this was resolved, Director Webb was entangled in the severe traffic disruption on northbound traffic on I-75 and US 25W.

No members of the public were in attendance as the meeting started.

The meeting agenda was reviewed and approved. One agenda item was added concerning the revision of library director evaluation forms as proposed by new AC HR manager Drew Stone. The revised agenda was moved for approval by Trustee Boswell and seconded by Trustee Ryan. The revised agenda was approved by a unanimous 5-0 vote prior to Board Chair Anderson's joining the meeting.

Chair Anderson assumed the gavel upon his arrival confirming that traffic movement continued to be delayed on major highways.

The minutes of the March 2025 meeting were reviewed. Each ACLB member has received draft minutes by Email prior to the meeting. No editorial changes were made. A motion to accept the minutes was made by ACLB Trustee Boswell, seconded by Trustee Ryan, and unanimously approved, 6- 0.

Trustee Boswell provided a Treasurer's Report. Three (3) small transfers within library budgets for the Briceville (\$765 moved to communications), Clinton (\$1,800 moved to utilities and \$50 to postage), and Rocky Top(\$1,200 from office supplies to communications) were outlined. These modifications within the library budgets were moved to be approved by Trustee Mariner; seconded by Trustee Underwood, and unanimously approved, 6- 0.

New business -

No additional book reconsiderations have been submitted.

AC Commissioner Mayes's letter to the ACLB concerning Parental Control/Child Safety policy and ideas to better inform parents of the public library collection, how it is arranged, and the Child Safety Policy that is currently in place was discussed. Commissioner Mayes had planned to attend the ACLB meeting, but he was also delayed and did not arrive before the meeting ended. A motion to table the policy discussion until Commissioner Mayes could be present was made by Trustee Mariner and seconded by Trustee Cole. This table motion was approved 6-0.

An addition to the language of the current Child Safety Policy had been forwarded to the ACLB by Email from Director Webb. This addition would state:

"If a child is asked to leave for the day for violating the library's behavior policy, the child's legal guardian will be required to come in and sign an acknowledgement of that policy and leave contact information with the library staff before the child is allowed back in the library without an adult guardian present."

After some discussion of the background of this addition, the addition to the Child Safety Policy was moved for approval by Trustee Mariner, seconded by Trustee Cole, and approved 5-0 with one abstention.

Old Business -

Library Director reviews have been completed. A new evaluation form is being crafted by the AC Human Resources Office.

Library Director reports were taken to review highlights of their written reports.

Briceville - The phone is not working at the library.

Clinton - Clinton's Library Report has been transmitted to the ACLB by Email and is available at the Clinton Library for inspection. The Clinton LSTA grant submission is underway. Other libraries are encouraged to look at their planned grant submissions now.

Norris - Easter Egg hunt for 47 children was a success. Summer reading registration is underway. The chalk to be used for the Chalk Walk has been funded by a volunteer. A State of Tennessee provided Kiosk for IDs and services is installed and working.

Rocky Top - An Arbor Day celebration was completed on 6 May. Seed library and garden was completed 11 April. A portable pump for creek water is available and working. Friends purchased a garden tool shed. The Dollar General \$1,000 summer reading grant has been received. PLMI training was completed by the Rocky Top Director. The graduation ceremony was attended by Regional Director Jordan.

Regional Library Director Jordan provided his report via Email that was submitted earlier to members of the ACLB. It was noted that federal library funding is currently in a state of flux though funding for this year appears to still be available though this could change. Library Directors are encouraged to make their purchases and grant submissions now rather than waiting for an uncertain future.

The next ACLB meeting will be held at the Briceville Library on 12 June 2025 at 1730 EDT.

The ACLB meeting was adjourned at 1922 EDT by Chairman Anderson.