
Anderson County Board of Commissioners

6:00 P.M.

Courtesy Resolutions/Proclamations, Presentations

Public Hearing – Amendment to the “Anderson County Zoning Resolution” to include Sec. 05-040, Interpretation.

6:30 P.M.

Consent Agenda

Monday, July 21, 2025

- 1. Approval and corrections of June 16, 2025 Minutes and June 23, 2025 Special Call Minutes**
- 2. Approval of Notary and Bonds**
- 3. Committee Reports**
 - Anderson County Library Board Minutes (05/08/25) (06/12/25)
 - Board of Education Minutes (06/12/25) (7/10/25)
 - Finance Committee Minutes (7/14/25)
 - Veterans Service Advisory Committee Minutes (7/15/25)

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




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 July 21, 2025 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 Sec. 05-040. Interpretation. A copy of the proposed zoning amendment is available at the Office of Planning & Development, Room 127 at the Courthouse.


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.

Tyler Mayes, Chairman

ATTEST:

Jeff Cole, County Clerk

DATE: _____

Anderson County Board of Commissioners
Anderson County, Tennessee

RESOLUTION NO. 25-07-1215

**A RESOLUTION AMENDING THE “ZONING RESOLUTION OF ANDERSON COUNTY,
TENNESSEE” BY AMENDING THE REDUCTION IN LOT AREA PROVISIONS FOR
CONSISTENCY WITH APPLICABLE ZONING DISTRICTS**

WHEREAS, the Anderson County Commission, in accordance with Section 13-7-105 of the Tennessee Code Annotated, may amend the zoning “Zoning Resolution 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 Resolution 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 July, 2025, in Clinton, Tennessee, that:

SECTION 1. Division 05, General Provisions, Section 05-040, Interpretation is hereby amended as follows:

Sec. 05-040. Interpretation

Except for minimum lot size, where the conditions imposed by a provision of this resolution are less restrictive than comparable conditions imposed by any other provision of this resolution or any other resolution or regulation, the provisions which are more restrictive shall govern.

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 _____, _____.

Tyler Mayes, Chairman

Terry Frank, County Mayor

Public Hearing Held: _____

Resolved and Approved: _____

ATTEST:

Jeff Cole, County Clerk

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

—√—
—√—
—√—
—√—
—√—

Arrived @ 1750

—√—

Absent

Absent

Absent

Regional Director Matthew Jordan

—√—

Four library directors,

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

Present

—√—
—√—

—√—

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.

AC Library Board Meeting
Rocky Top Library
12 June 2025 @ 1730 EDT

The June 2025 Anderson County Library Board meeting was called to order by ACL Board Chair Josh Anderson at 1730 EDT on 12 June, hosted at the Briceville Library.

The Chair asked for the roll to be called.

Board members present were:	Present	
Josh Anderson, ACLB Chair,	<input checked="" type="checkbox"/>	
Vickie Underwood, ACLB Vice Chair,	<input checked="" type="checkbox"/>	
Carolyn Boswell, ACLB Treasurer,	<input checked="" type="checkbox"/>	
Tommy Mariner, ACLB Secretary,	<input checked="" type="checkbox"/>	
Jess Ann Cole,	<input type="checkbox"/>	Absent
Christy Hibbler,	<input type="checkbox"/>	Absent
Charlotte Johnson,	<input checked="" type="checkbox"/>	
Terri Ryan,	<input type="checkbox"/>	Absent (in Japan)
Christina Duffey, (new Rocky Top Trustee)	<input type="checkbox"/>	Absent

Regional Director Matthew Jordan

Four library directors,	Present
Kimberlee Byrge (Norris),	<input checked="" type="checkbox"/>
Kelly Harris (Rocky Top),	<input checked="" type="checkbox"/>
Miria Webb (Clinton),	<input checked="" type="checkbox"/>
Daphne Windham (Briceville),	<input checked="" type="checkbox"/>

Quorum was present

1 member of the public were in attendance as the meeting started.

The meeting agenda was reviewed. The revised agenda was moved for approval by Trustee Mariner and seconded by Trustee Underwood. The revised agenda was approved by a _5-0_ vote

The minutes of the May 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 Johnson, and approved, 5-0.

Trustee Boswell provided a Treasurer's Report. In budget transfers within library budgets for the Rocky Top (\$500 from office supplies to utilities) were outlined. These modifications within the library budgets were moved to be approved by Trustee Mariner; seconded by Trustee Underwood, and approved, 5-0.

New business -

No additional book reconsiderations have been submitted.

Donation acceptance protocols for the libraries were discussed. Each library director discussed their individual library procedures for review and acceptance. Often duplicates are turned down as are writers donations. Often book condition is the determinant. Encyclopedias are generally gently declined.

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. Each director has drafted handout materials to give to parents who come into the library with questions such as "Meet the Library" and books about tough topics. Fixtures for pamphlets and display of materials were discussed. Costs will be evaluated by directors and brought back

to the ACLB. Commissioner Mayes was not present to talk about specifics. Move to direct the directors to continue the effort and present cost estimates to ACLB and the budget committee next month. A motion to suspend the policy discussion until Commissioner Mayes could be present was made by Trustee Boswell and seconded by Trustee Underwood. This motion was approved 5-0.

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."

Old Business -

A new evaluation form is being crafted by the AC Human Resources Office for fall review.

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

Briceville - Weed eating was added to the maintenance being conducted by the Briceville Elementary School custodian who handles library mowing.

Clinton - Art programs are underway. Bathroom ADA compliance is being discussed to bring the library into compliance with the law. This will take coordination with the city council and county commission as the library is a city of Clinton building. Cost are being researched by the Director.

Norris - Art day registration has 213 people Waltz and swing dance class being taught June 28. Friends of Norris and Chalk Walk on Norris Day (chalk was donated - Jerry's Artorama) Sprinkler for garden removed by city after malfunction and leaks - water intruded into the library. Friends gonna hire landscape service. The metal railing not installed to date.

Rocky Top - A tie dye party was conducted. Adult and children's program well attended. A/C out again. The city management has been called. Someo freon has been added to the HVAC, but probably needs a new compressor. The garden is growing; the seed library is successful; tech grants and buying tables is underway including getting new over-the-ear headphones. Director training is complete; summer reading programs are underway.

Regional Library Director Jordan provided his report via EMail before the meeting. Title 6 no discrimination aspects of library policy were discussed.

The next ACLB meeting will be held at the Clinton Library on 10 July 2025 at 1730 EDT.

The ACLB meeting was adjourned at 1850 EDT by Chairman Anderson.

ANDERSON COUNTY BOARD OF EDUCATION

101 S. Main Street

Clinton, TN 37716

Board of Education Meeting

June 12, 2025

6:00 PM

Board Members	Present	Absent
Sherri Beaty	✓	
Don Bell	✓	
Dail Cantrell	✓	
Darren Carden	✓	
Scott Gillenwaters, Chairman	✓	
David Miller	✓	
Teresa Portwood, Vice Chair	✓	
Jo Williams	✓	
Dr. Tim Parrott	✓	
Student Board Members		

OTHERS PRESENT

Alexis West, Anne Ford, Marcus Bullock, April Meyers, Carl Nielsen, Janelle Nielsen, Tucker Nielsen, Samuel McMurray, Spencer Smith, Jack Hazuda, Lucas Smith, Sara Bean, Rich Hazuda, Tonyia Hazuda, Riley Nielsen, Jake McMurray, Shane Cook, Tylen Cook, Charesse Vegas, Jordan Cuevas, Meijang Pan, Jarren Liu.

I. CALL TO ORDER

Chairman Scott Gillenwaters called the meeting to order at 6:00 PM as a regular monthly meeting of the Board of Education. Teresa Portwood led the Pledge of Allegiance.

II. RECOGNITION OF GUESTS

III. RESOLUTIONS

A. Clinton FD Middle School Soccer Team Resolution

Motion by Teresa Portwood and seconded by Jo Williams to approve of the Clinton FD Middle School Soccer Team Resolution. **Motion carried.**

IV. PERSONS TO BE HEARD

V. APPROVAL OF AGENDA

Motion by Jo Williams and seconded by Don Bell to approve the Agenda. **Motion carried.**

VI. APPROVAL OF CONSENT AGENDA

A. Regular Meeting Minutes – May 8, 2025

B. Human Resources Report

C. Student Services Report

D. Field Trips

E. 141 Expenditure Report

F. Sports

a. NMS Basketball

b. NMS Football

G. Assurance of Legal Counsel

H. Credit Recovery Report

VII. EXECUTIVE APPROVAL - None

VIII. COMMENTS FROM THE CHAIR - None

IX. COMMENTS FROM STUDENT BOARD MEMBERS

X. DIRECTOR'S REPORT

A. Staffing is going well for 25-26 with a great candidate pool and most schools are already almost fully staffed; April Meyers, former Principal at CMS, accepted the Chief Academic Officer of Middle Schools position; Ben Downs, former Principal at ACHS, accepted the Chief Academic Officer of Secondary Schools position. Interviews to fill those principal positions will be conducted tomorrow and Monday; the Business Office is finalizing a list of teachers who will be receiving the \$2,000 and after approval, we will have a proposal for remaining employees which will be presented at the August BOE Meeting; so proud of teachers for consistently helping students with growth and making every day count! Principals are receiving raw TCAP data and we are getting good feedback so far; 3% pay raise for staff starts July 1st and 25-26 Salary Schedules have been posted to the ACS website – we are excited to say the starting pay for Certified Teachers is now \$50,000/year, one year ahead of the state deadline. Capital Projects – Minor issues at new CES such as hitting rock underground that needs to be blasted and filled, all demo

on inside of old church is done and foundation started, as well as preliminary plumbing started on the new building; another 15 feet of land will need to be purchased in order for buses to make the turn into the school - negotiating with owners on price; CTE building 85% complete; ACHS starting grade work on new building; bringing back retirement celebrations this year with a reception in August where retirees will be recognized before the BOE meeting.

XI. WORKSHOP ACTION ITEMS

A. 25-26 Code of Conduct Changes

Motion by Jo Williams and seconded by Sherri Beaty to approve of the 25-26 Code of Conduct Changes. **Motion carried.**

B. 25-26 Student Handbook

Motion by Teresa Portwood and seconded by Don Bell to approve of the 25-26 Student Handbook. **Motion carried.**

C. 25-26 DHA Recommendations

Motion by Darren Carden and seconded by Sherri Beaty to approve of the 25-26 DHA Recommendations. **Motion carried.**

D. 25-26 BOE Meeting Schedule

Motion by Teresa Portwood and seconded by Jo Williams to approve of the 25-26 BOE Meeting Schedule. **Motion carried.**

E. Headstart

a. CACFP Statement of Authority

Motion by Jo Williams and seconded by Sherri Beaty to approve of the CACFP Statement of Authority. **Motion carried.**

b. 25-26 Recipient Contract for Delegate Agency

Motion by Jo Williams and seconded by Teresa Portwood to approve of the 25-26 Recipient Contract for Delegate Agency. **Motion carried.**

c. Recipient Self-Assessment

d. Delegate Self-Assessment

Motion by Don Bell and seconded by Jo Williams to approve of the Recipient and Delegate Self-Assessments. **Motion carried.**

F. Fund Transfer Recommendation

Motion by Darren Carden and seconded by Sherri Beaty to approve of the Fund Transfer Recommendation. **Motion carried.**

G. Federal Programs – Budget Approval with approval to make appropriate changes, amendments, addendums, etc. for the duration of FY 2026.

Motion by Jo Williams and seconded by Teresa Portwood to approve of the Federal Programs Budget with approval to make appropriate changes, amendments, addendums, etc. for the duration of FY 2026. **Motion carried.**

XII. FINANCIAL REPORT

a. Health Insurance Amendment

Motion by Teresa Portwood and seconded by Don Bell to approve budget appropriation 1a-1i. **Motion carried.**

Scott Gillenwaters	Yea
Teresa Portwood	Yea
Don Bell	Yea
Darren Carden	Yea
Dail Cantrell	Yea
David Miller	Yea
Sherri Beaty	Yea
Jo Williams	Yea

A. Transfers

Motion by Jo Williams and seconded by Darren Carden to approve budget transfers 2a-2l. **Motion carried.**

XIII. PERSONS TO BE HEARD (Items not listed on the agenda)

Adjourned at 6:31 PM

Scott Gillenwaters, Chairman

Dr. Tim Parrott, Director of Schools

CERTIFIED ON: _____

BY: _____

ANDERSON COUNTY BOARD OF EDUCATION
101 S. Main Street
Clinton, TN 37716
Board of Education Meeting
July 10, 2025
6:00 PM

Board Members	Present	Absent
Sherri Beaty	✓	
Don Bell	✓	
Dail Cantrell		✓
Darren Carden	✓	
Scott Gillenwaters, Chairman	✓	
David Miller	✓	
Teresa Portwood, Vice Chair		✓
Jo Williams	✓	
Dr. Tim Parrott	✓	
Student Board Members		

OTHERS PRESENT

Alexis West, Anne Ford, Ben Downs, April Meyers, RaeAnn Owens, Bobby Crawford, Kathryn Price, Kelly Myers, Gary Lilly, TOSS.

I. CALL TO ORDER

Chairman Scott Gillenwaters called the meeting to order at 6:00 PM as a regular monthly meeting of the Board of Education. Jo Williams led the Pledge of Allegiance.

II. RECOGNITION OF GUESTS

- A. Dr. Gary Lilly, Executive Director of TOSS, came to announce Dr. Parrott as the Superintendent of the Year for the East Tennessee District. Dr. Parrott is now in the running for State Superintendent of the Year. A huge congratulations to Dr. Parrott as voting was completed by his peers who all thought him deserving of the award for multiple reasons!

III. RESOLUTIONS

IV. PERSONS TO BE HEARD

V. APPROVAL OF AGENDA

Motion by Jo Williams and seconded by Don Bell to approve the Agenda. **Motion carried.**

VI. APPROVAL OF CONSENT AGENDA

A. Regular Meeting Minutes – June 12, 2025

B. Human Resources Report

C. Student Services Report – None

a. DHA Yearly Totals

D. Field Trips

E. 141 Expenditure Report

F. AC Organizational Chart

VII. EXECUTIVE APPROVAL - None

VIII. COMMENTS FROM THE CHAIR

A. Chairman Scott Gillenwaters informed everyone he and other board members will be attending the TSBA Summer Law Institute from the 17th-19th where they will attend multiple workshops as well as learn of all the newly passed laws (93 affecting education). Additionally, they will receive other State Board, Legislative Law, and Federal Law updates.

IX. COMMENTS FROM STUDENT BOARD MEMBERS

X. DIRECTOR'S REPORT

A. New Claxton moving along with rock being laid on K-2 section as well as dirt for site preparation being completed; Mayor Frank sent a resolution about transferring the old Claxton land to the Economic Development Board as they have broader real estate capabilities, however, minor changes need to be made and the resolution will be presented at next month's meeting; new principals Travis Freeman (ACHS) and Jason Chambers (CMS) have jumped full-force into their roles; CTE completion date is set for the first week of August given everything goes as planned; in talking to Principals and Directors, very impressed as the hiring pool has been filled with highly qualified applicants which has not been the case in previous years; County Commission does not have tax rate set, however, they will be discussing at this month's meeting and we are in great shape with the budget thus far.

XI. WORKSHOP ACTION ITEMS

A. Policies for First Reading

- a. 1.407 – School District Records
- b. 1.700 – School District Goals
- c. 1.1021 – Student Board Member
- d. 2.403 – Surplus Property Sales
- e. 3.202 – Emergency Preparedness Plan
- f. 3.204 – Threat Assessment Team
- g. 4.100 – Instructional Program
- h. 4.212 – Virtual Education Program
- i. 4.301 – Interscholastic Activities
- j. 4.403 – Library Materials
- k. 4.406 – Use of the Internet
- l. 4.601 – Reporting Student Progress
- m. 5.100 – Personnel Goals
- n. 5.110 – Compensation Guides& Contracts
- o. 5.119 – Employment of Retirees
- p. 5.305 – Family and Medical Leave
- q. 5.500 – Discrimination/Harassment of Employees
- r. 5.701 – Substitute Teachers
- s. 6.200 – Attendance
- t. 6.304 – Student Discrimination, Harassment, Bullying, Cyber-Bullying, and Intimidation
- u. 6.312 – Use of Wireless Communication Devices
- v. 6.411 – Student Wellness
- w. 6.600 – Student Records

Motion by Don Bell and seconded by Jo Williams to approve of the above listed policies on First Reading. **Motion carried.**

XII. FINANCIAL REPORT

Motion by Jo Williams and seconded by Sherri Beaty to approve budget appropriation 1a-1h. **Motion carried.**

Scott Gillenwaters	Yea
Teresa Portwood	Absent
Don Bell	Yea
Darren Carden	Yea
Dail Cantrell	Absent
David Miller	Yea
Sherri Beaty	Yea
Jo Williams	Yea

A. Transfers

Motion by Don Bell and seconded by Jo Williams to approve budget transfer 2a. **Motion carried.**

XIII. PERSONS TO BE HEARD (Items not listed on the agenda)

Adjourned at 6:14 PM

Scott Gillenwaters, Chairman

Dr. Tim Parrott, Director of Schools

CERTIFIED ON: _____

BY: _____

Anderson County Board of Commissioners
Financial Management Committee
Meeting Minutes

July 14, 2025
4:00 PM, Room 312

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

Members Absent: Highway Superintendent Gary Long, and Commissioner Josh Anderson

Others Present: Finance Director Robby Holbrook, and Assistant to the Finance Director Paul Richardson

Call to Order: Committee Chair Mayor Terry Frank called the meeting to order.

- I. Appearance of Citizens:** No citizens were present to speak.
- II. Approval of Agenda:** Motion by **Commissioner Phil Yager**, seconded by **Director of Schools Dr. Tim Parrott**, to approve the agenda as presented. *Motion passed.*
- III. Financial Management Policies and Procedures updates:**
Finance Director, Robby Holbrook presented proposed updates to Chapter 5 Personnel Policies, Chapter 8 Budgeting, Chapter 10 Capital Assets, and Chapter 13 Travel Regulations.

Motion by Commissioner Tracy Wandell, seconded by Commissioner Tim Isbel, to approve as a group proposed changes and forward them with a recommendation for approval to the County Commission, contingent on Law Director Brooks review and approval. *Motion passed.*
- IV. Fleet Policy**
Mayor Terry Frank began discussion of establishing a small pool of 3 vehicles for loan to departments with low mileage needs. This would prevent old vehicles that should be surplus, being transferred to a department for rare use. *No Motion was taken. A few policy options will be developed to bring back to the committee at a later date.*
- V. IT Audit Update & Discussion**
Finance Director Robby Holbrook informed the committee of the rigorous IT audit by the State Comptroller's Office at the end of June. Cyber security training, best practices, and disaster recovery plans in different offices were a few items discussed during the Audit.

Motion by **Commissioner Tracy Wandell**, seconded by **Director of Schools Tim Parrott**, to send information from the IT audit to the IT Advisory Committee. *Motion passed.*

VI. Finance Office Updates

Finance Director Robby Holbrook mentioned the Finance Office has had 3 employees leave employment. Services provided may take slightly longer than usual as the Finance Office navigates replacement and training of new employees.

VII. New Business – None.

VIII. Unfinished Business – None.

IX. Meeting Adjourned

Anderson County Board of Commissioners
Veterans Service Advisory Committee
Minutes

July 15, 2025

Members Present: Commissioner Tracy Wandell, Commissioner Steven Verran, Michael Wagoner, March Brooks, Hedley Pelletier, VSO Scott Nation, Guest: Jessica Seabolt VSO Assistant

Members Absent: Commissioner Robert McKamey, Robert Matthews

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

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

VSO Report: Motion to approve by Commissioner Verran, seconded by Michael Wagoner, passed by voice vote.

- A. Review of Monthly/Quarterly VSO Report FY25
- B. Oak Ridge Office opened every Wednesday

Old Business:


- A. FY26 Budget
- B. VSO Assistant position and application
- C. TVS (Tyler Veteran System)
- D. Veterans Appreciation Breakfast

New Business:

- A. Jessica Seabolt – VSO Assistant
- B. Office flow increasing
- C. Tyler Veteran System (TVS)
- D. Younger Veterans are coming in for assistance
- E. Reports – change in reports from length to more direct report of key information
- F. Motion made by Marc Brooks seconded by Michael Wagoner passed by voice vote to rewrite the by-laws as the position and office has developed.
- G. Veterans Appreciation Breakfast Update, next Breakfast Sat, August 9, 2025

Adjournment: Meeting Adjourned at 1930 per motion by Commissioner Wandell, due to no further discussion. Next meeting to be held **Monday, October 6, 2025 6:30 pm.**

Submitted by:



Scott Nation,
Director, Veteran Services

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Veterans Service Advisory Committee
AGENDA

Meeting Date: Tuesday July 15, 2025
Time: 1830

1. Approval of Agenda/minutes
2. VSO Report
 - a. Month/Quarter Reports Update (FY25)
 - b. Oak Ridge Office Report
3. Old Business:
 - a. FY26 Budget
 - b. VSO Assistant position and applications
 - c. TVS (Tyler Veteran System)
 - d. Veterans Appreciation Breakfast
4. New Business:
 - a. Jessica Seabolt – VSO Assistant
 - b. Office Increase in business
 - c. Younger Vets coming in
 - d. Reports
 - e. Office Décor and looks
 - f. Veterans Appreciation Breakfast
5. Adjourn – Next meeting – October 6, 2025 @ 6:30 pm

Anderson County Board of Commissioners
Veterans Service Advisory Committee
Minutes

April 7, 2025

Members Present: Commissioner Tracy Wandell, Commissioner Steven Verran, Michael Wagoner, Commissioner Robert McKamey, Robert Matthews VSO Scott Nation, Guest: Hedley Pelletier

Members Absent: Marc Brooks, John Aperans

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

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

VSO Report: Motion to approve by Commissioner McKamey, seconded by Commissioner Verran, passed by voice vote.

- A. Review of Monthly/Quarterly VSO Report FY25
- B. Oak Ridge Office opened every Wednesday

Old Business:


- A. Veteran Family wants to donate a van to the VSO office.
- B. Committee By-Laws amendment
- C. TDDVS Annual Exam
- D. Improvements to office/position

New Business:

- A. FY26 Budget (Motion to approve by Commissioner Verran, seconded by Michael Wagoner, passed by voice vote)
- B. Veterans Appreciation Breakfast Update; next Breakfast Sat, April 12, 2025
- C. Tyler Veteran System (TVS)
- D. Nomination of Hedley Pelletier to be on committee, Motion made by Michael Wagoner, seconded by Commissioner Verran, passed by voice vote.
- E. Military funeral Honor increase from \$50 to \$100 per funeral. Motion made by Michael Wagoner, seconded by Commissioner Verran, passed by voice vote.
- F. Veterans Court Mentorship program

Adjournment: Meeting Adjourned at 1930 per motion by Commissioner Wandell, due to no further discussion. Next meeting to be held Monday, July 7, 2025 6:30 pm.

Submitted by:



Scott Nation,
Director, Veteran Services



Anderson County Veterans Service Office

Scott Nation, Director



100 N. Main Street, Rm 114

Clinton, TN 37716-3634

Email: snation@andersoncountyttn.gov

Phone: 865-463-6803

Fax: 865-264-6263

"SERVING THOSE WHO SERVED"

To: County Commission

Via: Veterans Advisory Committee

County Mayor (Info only)

Anderson County VSO Monthly Report		
Apr-25		
Items:		
Office: Visits / Walk-ins / Out of office Visits	124	
Phone Calls: In-Coming	245	
Out-Going	240	
TRAINING / Community service	3	
Funerals Reimbursed (Prior Month)	9	
Mileage (Training, Veterans/ Widows visits, etc)	0	
Claims Filed		
Disability Compensation		
New Claims	91	
Supporting Documents	15	
Pension		
New Claims	0	
Supporting Documents	0	
Death Benefits		
DIC / Pension	11	
Supporting Documents	11	
Burial Benefits	11	
Education		
New Claims	0	
Medical		
New Claims	0	
Vocational Rehab	0	
Home Loan	0	
Misc Requests	0	
Forms Totals Only:	139	
Known Claims Approved during month		
Medical Benefits / Services	0	
Benefit Payments (# Claims)	2	
Monthly Benefit Payments (\$)		
Yearly Benefit Payments (\$)		





Anderson County Veterans Service Office

Scott Nation, Director



100 N. Main Street, Rm 114

Clinton, TN 37716-3634

Email: snation@andersoncountyttn.gov

Phone: 865-463-6803

Fax: 865-264-6263

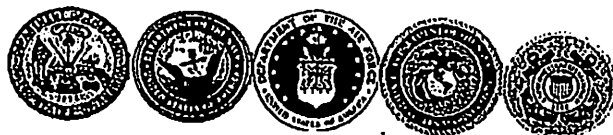
To: Anderson County Commission

Via: Veterans Advisory Committee

Anderson Co. Mayor (Info only)

"SERVING THOSE WHO SERVED"

Anderson County VSO Monthly Report		
May-25		
Items:		
Office: Visits / Walk-ins / Out of office Visits	120	
Phone Calls: In-Coming	360	
Out-Going	150	
TRAINING / Community service	7	
Funerals Reimbursed (Prior Month)	3	
Mileage (Training, Veterans/ Widows visits, etc)	0	
Claims Filed		
Disability Compensation		
New Claims	103	
Supporting Documents	50	
Pension		
New Claims	0	
Supporting Documents	0	
Death Benefits		
DIC / Pension	3	
Supporting Documents	10	
Burial Benefits	3	
Education		
New Claims	0	
Medical		
New Claims	0	
Vocational Rehab	0	
Home Loan	0	
Misc Requests	10	
Forms Totals Only:	179	
Known Claims Approved during month		
Medical Benefits / Services	0	
Benefit Payments (# Claims)	0	
Monthly Benefit Payments (\$)	\$132,695	
Yearly Benefit Payments (\$)		





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"SERVING THOSE WHO SERVED"

Anderson County VSO Monthly Report		
Jun-25		
Items:		
Office: Visits / Walk-ins / Out of office Visits	92	
Phone Calls: In-Coming	280	
Out-Going	260	
TRAINING / Community service	3	
Funerals Reimbursed (Prior Month)	0	
Mileage (Training, Veterans/ Widows visits, etc)	0	
Claims Filed		
Disability Compensation		
New Claims	92	
Supporting Documents	32	
Pension		
New Claims	0	
Supporting Documents	0	
Death Benefits		
DIC / Pension	6	
Supporting Documents	6	
Burial Benefits	5	
Education		
New Claims	0	
Medical		
New Claims	0	
Vocational Rehab	0	
Home Loan	0	
Misc Requests	12	
Forms Totals Only:	153	
Known Claims Approved during month		
Medical Benefits / Services	0	
Benefit Payments (# Claims)	0	
Monthly Benefit Payments (\$)	\$223,764	
Yearly Benefit Payments (\$)	\$0	





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"SERVING THOSE WHO SERVED"

Anderson Co. Veterans Service Officer Qtrly Report 4th Quarter: Apr - Jun 2025

Items:	Apr	May	Jun	Totals
Office: Visits / Walk-ins / Out of office Visits	124	120	92	336
Phone Calls: In-Coming	245	360	280	885
Out Going	240	150	260	650
TRAINING / Community service	3	7	3	13
Funerals Reimbursed	9	3	0	12
Mileage (Training, Veterans/ Widows visits, etc)	0	0	0	0
Claims Filed				
Disability Compensation				
New Claims	91	103	92	286
Supporting Documents	15	50	32	97
Pension				
New Claims	0	0	0	0
Supporting Documents	0	0	0	0
Death Benefits				
DIC / Pension	11	3	6	20
Supporting Documents	11	10	6	27
Burial Benefits	11	3	5	19
Education				
New Claims	0	0	0	0
Medical				
New Claims	0	0	0	0
Vocational Rehab	0	0	0	0
Home Loan	0	0	0	0
Misc Requests	0	10	12	22
Forms Totals Only:	139	179	153	471
Known Claims Approved during month				
Medical Benefits / Services	0	0	0	0
Benefit Payments (# Claims)	2	0	0	2
Monthly Benefit Payments (\$)	\$43,659	\$132,695	\$223,764	\$400,118
Yearly Benefit Payments (\$)	\$0	\$0	\$0	\$0



**Anderson County Veterans Service Office
FY 2024-2025**

Items:	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Office: Visits/Walk-ins/Electronic Assist	112	108	109	157	149	150	105	80	78	124	120	92	1384
Phone Calls: In-Coming	80	60	70	79	91	79	200	150	175	245	360	280	1869
Out-Going	92	55	50	61	50	34	200	125	150	240	150	260	1467
TRAINING / Community service	7	8	6	8	4	3	2	2	3	3	7	3	56
Funerals Reimbursed	3	4	3	2	2	3	6	3	3	9	3	0	41
Mileage (Training, Home visits)	0	0	0	166	111	252	80	253	80	0	0		942
Claims Filed													
Disability Compensation													
New Claims	65	39	24	50	26	28	52	80	78	91	103	92	728
Supporting Documents	68	99	48	36	57	59	8	0	20	15	50	32	492
Pension													
New Claims	0	0	0	1	1	1	0	1	0	0	0	0	4
Supporting Documents	0	0	0	8	4	5	0	0	0	0	0	0	17
Death Benefits													
DIC / Pension	4	0	4	2	3	5	3	5	10	11	3	6	56
Supporting Documents	4	0	10	4	12	25	0	0	2	11	10	6	84
Burial Benefits	6	0	5	7	7	10	0	0	10	11	3	5	64
Education													
New Claims	2	0	0	0	2	3	0	0	0	0	0	0	7
Medical													
New Claims	0	0	0	3	4	9	0	0	0	0	0	0	16
Vocational Rehab	0	0	0	0	0	0	0	0	0	0	0	0	0
Home Loan	1	0	0	17	16	14	0	0	0	0	0	0	48
Misc Requests	20	138	0	128	132	159	1	0	0	0	10	12	600
Forms Totals Only:	170	276	91	256	264	318	64	86	120	139	179	153	2116
New "Known" Claims Approved													
Medical Benefits / Services	10	0	0	3	4	9	0	0	0	0	0	0	26
Benefit Payments (# Claims)	3	8	0	7	3	6	0	0	0	2	0	0	29
Monthly Benefit Payments (\$)	\$156,672	\$73,145	\$59,012.08	\$9,922	\$6,349	\$4,249	\$96,827	\$37,771	\$79,141	\$43,659	\$132,695	\$223,764	\$864,195
Yearly Benefit Payments (\$)	\$156,672	\$229,817	\$388,829	\$329,039	\$107,182	\$74,815	\$758,112	\$795,889	\$875,030	\$0	\$0	\$0	\$3,715,385