

Anderson County Legal Services Advisory Committee
Meeting Minutes: August 30, 2024

Members Present: Terry Frank, Tracy Wandell, Josh Anderson, Tim Shelton, Russell Barker, Regina Copeland, Johnny Alley, Jeff Cole, Rex Lynch, and Gary Long

Members Absent: Sabra Beauchamp

Others Present: Kim Jeffers-Whitaker, Denise Palmer, LEEAN Tupper, Nichole Brooks, Shain Vowell, Zach Allen, and Annette Prewitt

Terry Frank called the meeting to order at 10:02 a.m.

Commissioner Wandell made a motion, seconded by Gary Long, to approve the minutes of the August 8, 2024, meeting. **Motion carried.**

Nichole Brooks, Anderson County Law Director's Office, provided Committee members with an update about current litigation cases.

Addressing the Vacancy in the Law Director's Office

Mayor Frank noted that County Commission had approved funding, and a purchase order was issued for Jamie Brooks to serve for 90 days as special counsel, effective September 1, 2024. Mayor Frank stated she will ensure Mr. Brooks' signature on the PO. Mr. Brooks is to be provided with a computer and e-mail, and he has met with office staff and the mayor, and he will begin attending Budget and Operations Committee meetings as well as being on-site and available to address the county's daily legal needs.

Commissioner Anderson moved to recommend to the Operations Committee that Jamie Brooks be named as the county's ombudsman to address any ethics complaints that might be received over the next 90 days. Seconded by Commissioner Wandell. **Motion carried.**

Supervision of staff: Commissioner Wandell moved to name Nichole Brooks as overseeing the office staff over the next 90 days, with the county mayor to have supervisory duties for approving time off and signing time sheets, and any hiring or firing questions must be presented to the Legal Services Committee. Seconded by Gary Long. **Motion carried.**

Commissioner Wandell moved to allow Mayor Frank, Kim Jeffers-Whitaker, and Nichole Brooks to develop the law director's job description draft, concurring with the requirements spelled out in the existing private act, and to e-mail the draft of the job description to committee members for review prior to posting. Seconded by Gary Long. **Motion carried.**

Commissioner Wandell moved to post the job opening for 30 days. Seconded by Johnny Alley. **Motion carried.**

Mayor Frank's office asked Lt. Governor Randy McNally's office about the deadline for submitting any changes to the existing private act. The state office responded that private acts can be introduced all through session, and there should be three legislative days to pass them.

After some general discussion, the meeting was adjourned at 11:16 a.m.