

BE IT REMEMBERED THAT THE ANDERSON COUNTY BOARD OF COUNTY COMMISSION MET IN REGULAR SESSION MARCH 18, 2013 WITH THE FOLLOWING COMMISSIONER PRESENT: MARK ALDERSON, ZACH BATES, ROBIN BILOSKI, JERRY CREASEY, STEVE EMERT, WHITEY HITCHCOCK, TIM ISBEL, MYRON IWANSKI, ROBERT MCKAMEY, STEVE MEAD, RICK MEREDITH, JOHN SHUEY, TRACEY WANDELL AND JERRY WHITE. ABSENT: DUSTY IRWIN.

Prayer was led by Abdelrahman Murphy.

Pledge of Allegiance was led by Commissioner Alderson.

1. Commissioner Mead moved to approve the Consent Agenda. Seconded by Commissioner Isbel. Motion carried by voice vote.

- February 18, 2013 County Commission Minutes
- Notary and Bonds
- Anderson County Tourism – Anne Garcia Garland representing the City of Oak Ridge
- Purchasing Month Proclamation
- Director of Schools Report
- County Mayor Report
- Law Director Report
- ADA Minutes 3-4-13
- Veterans Service Advisory Minutes 3-4-13
- Lake City Middle School requests \$500.00 of Waste Management funds for the 7th grade field trip to Pigeon Forge.

Notaries

Teresa Arrington	Tammy Leeann Manis
Melissa R Babb	Robert A McNees III
Renee Burnett	Kristie Vashawn Parker
Stephanie B Davis	Doug Purcell
Kelly A Dodson	J R Riley
Michelle Young Duncan	M R Smith
Tina V Ferguson	Nicole Squibb
Phyllis Kay Goodman	Harold w Taulbee, Jr
Kelli Diran Houser	Tracey Williams
Blake M Jones	Megan R Woods

Sandra K Justice

Notary Bonds

Western Surety	SBCA
G Kay Anderson-Miller	Sonya Marie Bishop
Shannon Dean	Paul T Brufiat
Beulah Harris	Stephanie D Johnson
Donald B Roe	Kathryn N Myers
Penny Michele Sullivan	Wendy L Stombaugh
Lora H Treece	B J Wisgarber
Leean R Tupper	State Farm
Natasha Wynn	Jessica E Duncan
Travelers Casualty	Tabatha C Ehlert
Melissa Byrd Hood	Ruby A Miller
Robert Lee Hamlett III	Auto Owners Mutual
Patsy Shultz	Patsy Shultz

Merchants
V Hancock

Merchants Bonding
Suzette M Russell

Nationwide Mutual
Jennifer L Chadwell

Utica Mutual
Cassandra Melissa Long

Liberty Mutual
Mary L Brown

Notary At Large
Kila W Worthington

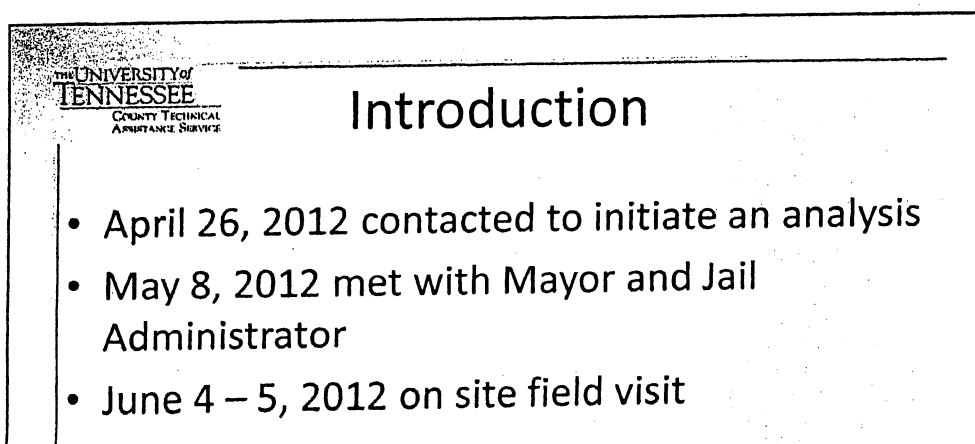
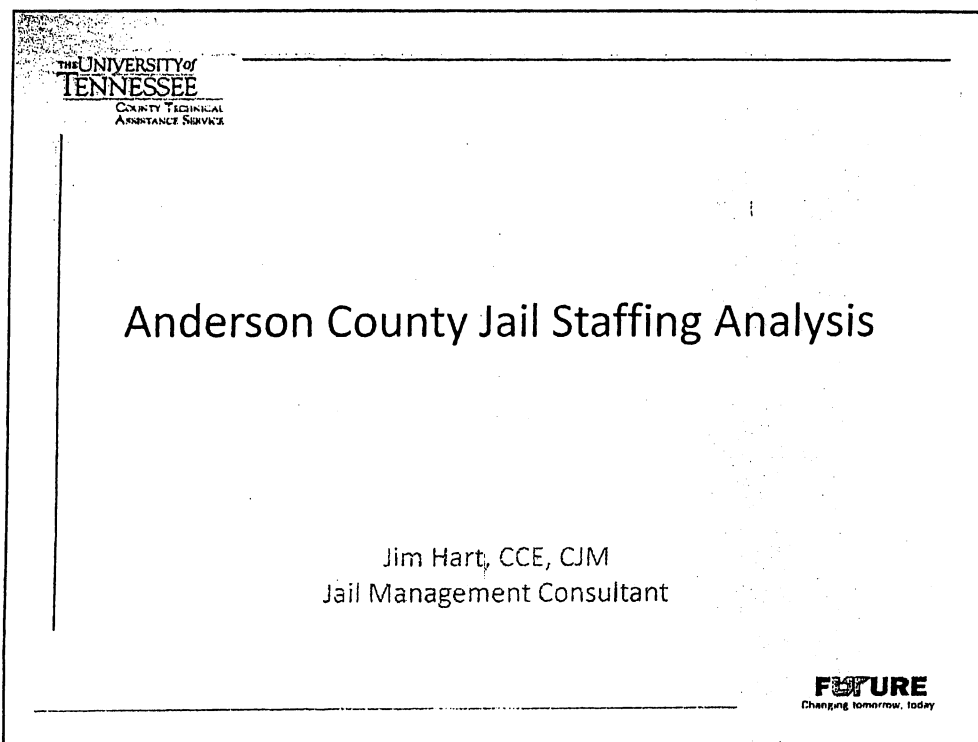
2. Commissioner McKamey moved to amend the Regular Agenda moving the Budget Item 32 and Operations Committee before Director of Schools Report. Seconded by Commissioner Isbel. Motion carried by voice vote.

3. Commissioner Wandell moved to approve Budget Item 32 in the Budget Committee Meeting to continue the Bureau of Justice Grant, continuing to partner Alternatives to Incarceration with Ridgeview Mental Health. This grant's match is \$25,000 annually and is budgeted for in the Alternatives to Incarceration. Seconded by Commissioner Isbel.

Voting Aye: Alderson, Bates, Biloski, Creasey, Emert, Fritts, Hitchcock, Isbel, Iwanski, McKamey, Mead, Meredith, Shuey, Wandell and White. Absent: Irwin. Motion carried.

Operations Committee Report

4. Commissioner Biloski moved to approve recommendation from the Operations Committee the Detention Facility Staff Analysis presented by CTAS Jail Management Consultant Jim Hart and refer the staffing analysis summary of +41 new positions at the Detention Facility to the Budget Committee. Seconded by Commissioner Wandell. Motion carried by voice vote.



Methodology

- Profile the jail
- Chart daily activities
- Develop a staff coverage plan
- Evaluate the coverage plan
- Develop a schedule
- Calculate NAWH
- Calculate operational costs
- Prepare a report
- Implement the plan and monitor results

Current Challenges

- High staff turnover
- Crisis management operations
- Finding qualified persons to work in the jail
- Immaturity of new employees.
- Pay differential patrol/corrections
- Outdated equipment
- Transport staff
- Jail leadership performing line officer duties
- NAWH's

Input Received into the Process

- Sheriff White
- Mayor Iwanski
- Commissioner Alley
- Commissioner Bates
- Commissioner Isbel
- Commissioner Hitchcock
- Chief Johnson
- Captain Davidson
- Lieutenant Parker
- Sergeant Vonell
- Corporal Gregory

Goals of the Analysis

- Address current staffing challenges
- Address staff coverage during times when employees are off
- Evaluate coverage of the existing facility
- Develop a coverage plan for the new dormitory and pod expansion
- Have sufficient staff to ensure that employees are able to receive ongoing quality training
- Improve work conditions in order to improve employee retention challenges
- Operate the jail in a safe, effective, and efficient manner
- Stop operating in a crisis management mode

Jail Profile

- Average Daily Population
- Booking and release
- Significant incidents
- Internal inmate movement
- External transports
- Overtime
- New employees
- Booking staff duties
- Jail Management System
- Average Length of Inmate Stay
- Central control
- Visitation
- Food Service
- Physical plant

Daily Activities

- Current activities
- Evaluated for inefficiencies
- Recommended changes
- Second review
- Made adjustments
- Control the activities – don't let them control the jail!

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COUNTY TECHNICAL
ASSISTANCE SERVICE

Evaluation of the Coverage Plan

- Evaluated plan against daily activities
- Problems with scheduling
- Operational scenarios
- Minimum Standards for Local Correctional Facilities
- Emergency response

FUTURE
Changing tomorrow, today.

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TENNESSEE
COUNTY TECHNICAL
ASSISTANCE SERVICE

Schedules

- Sufficient
- Efficient
- Consistent
- Attractive
- Healthy

FUTURE
Changing tomorrow, today.

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TENNESSEE
COUNTY TECHNICAL
ASSISTANCE SERVICE

Net Annual Work Hours

- Calculated each year for each job classification
- Reasons for employees not present for work
- Data collection

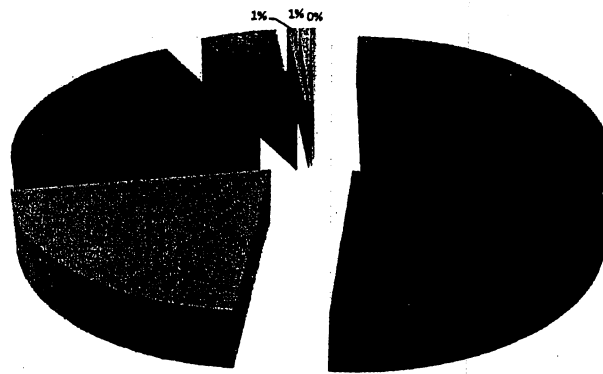
FUTURE
Changing tomorrow, today.

NAWH Summary

Net Annual Work Hours (NAWH) Calculations based on CY 2010 through 2012 actual days off	Medical Officer	Food Service	Transportation Corporal	Transportation Officers	Booking Sergeant	Booking Corporal	Booking Officers	Shift Sergeant	Shift Corporal	Shift Corrections Officer
Annual Hours Scheduled	2,086	2,086	2,086	2,086	2,216	2,216	2,216	2,216	2,216	2,216
Holiday	104.25	0	16	69.75	85.25	82.75	0	13.25	0	0
Vacation Time	84.5	80.75	89	84	109.25	107.75	88.5	59.75	46.75	53.75
Sick	109.25	109.25	49.25	40.5	106.25	76.5	61	44.25	22.25	32.5
Break Time	0	0	0	0	130.5	130.5	130.5	130.5	130.5	130.5
Suspension	0	8.75	0	0	0	8	5.25	1.25	0	5.25
Military	0	0	0	0	0	0	0	0	0	49.25
Bereavement	0	15.25	0	1.25	0	5.25	5	4	0	.75
Personal Time	23.5	26.5	16.25	15	20	19.75	20	16.25	4.75	13.5
Training	55	52.75	50.75	56	59	47	53.5	57	70.25	61.75
Total Time Off	381	288	221.25	266.5	482.75	477.5	359.5	326.5	286	347.25
Net Annual Work Hours	1,705	1,798	1,864.75	1,819.5	1,733.25	1,738.5	1,856.5	1,889.5	1,930	1,868.75

FUTURE
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Total Average Time Off



- Vacation
- Sick
- Training
- Holiday Time
- Personal
- Bereavement
- Military
- Suspension

FUTURE
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Position	Job Class	Total hrs on Duty	Total on Earnings	Total on Nights	# Days per Week	# Hours per Week	# Hours of Coverage per Year	Is Ideal Relief Needed for Post?	NAWH	Total # of ILE's Needed	Rounded # of ILE's
Administration											
Chief Baker	Chief	8			5	40	2,086	No	N/A	1	1
Captain	Capl.	8			5	40	2,086	No	N/A	1	1
Maintenance	CO	16			5	40	4,171	No	N/A	2	2
Records Administrator	CO	8			5	40	2,086	No	N/A	1	1
Records Clerk	CO	8			5	40	2,086	No	N/A	1	1
Warrants Officer	CO	8			7	112	5,840	No	1,798	3.25	3
Food Service	CO	8	8		5	40	2,086	No	N/A	1	1
Facility Inspector	CO	8	8		5	80	4,171	No	1,705	2.45	2
Medical Officer	CO	12			2	24	1,251	No	1,705	.73	1
Medical Clerk	CO	8			5	40	2,086	No	N/A	1	1
Medical Clerk	Sgt.	8			5	40	2,086	No	N/A	1	1
Training	CO	8			5	40	2,086	No	N/A	1	1
Training	GO	6			6	40	3,086	No	N/A	1	1
SUBTOTAL		116	16			656	32,121			17.43	17
Corrections Section											
Facility Lieutenant	LT	8			5	40	2,086	No	N/A	1	1
Shift Supervisor	Sgt.	8.5	8.5	8.5	5	127.5	6,648	YES	1,889.5	8.52	8
Asst. Shift Supervisor	Capl.	8.5	8.5	8.5	7	178.5	9,307	YES	1,930	4.82	5
Control Control	CO	8.5	8.5	8.5	7	178.5	9,307	YES	1,868.75	4.98	5
HU 2 Officer	CO	8.5	8.5	8.5	7	178.5	9,307	YES	1,868.75	4.98	5
HU 3 Officer	CO	8.5	8.5	8.5	7	178.5	9,307	YES	1,868.75	4.98	5
Main Jail Buyer	CO	34	34	25.5	7	654.5	34,126	YES	1,868.75	18.26	18
IONM											
Quam Control	CO	8.5	8.5	8.5	7	178.5	9,307	YES	1,868.75	4.98	5
Quam Buyer	CO	17	17	8.5	7	297.5	15,512	YES	1,868.75	8.3	8
PODS											
Pod Corporal	CO	8.5	8.5	8.5	7	178.5	9,307	YES	1,930	4.82	5
Pod Control	CO	17	17	8.5	7	297.5	15,512	YES	1,868.75	8.3	8
Pod Buyer	CO	17	17	8.5	7	297.5	15,512	YES	1,868.75	8.3	8
SUBTOTAL		152.5	144.5	110.5		2,785.5	145,238			77.24	77
Int. Operations Section											
Operations Lieutenant	LT	8			5	40	2,086	No	N/A	1	1
Booking Sergeant	Sgt.	8.5			5	42.5	2,216	YES	2,216	1	1
Booking Corporal	Capl.	8.5	8.5	8.5	7	178.5	9,307	YES	1,728.5	5.35	5
Booking Officer	CO	25.5	34	25.5	7	395	31,023	YES	1,856.5	16.71	17
Booking Officer	CO	8.5			5	42.5	2,216	YES	1,856.5	1.19	1
Transport Sergeant	Sgt.	8.5			5	42.5	2,216	YES	1,864.75	1.19	1
Transport Corporal	Capl.	8.5			5	42.5	2,216	YES	1,819.5	6.09	6
Transport Officer	CO	42.5			5	212.5	11,080	YES	1,819.5	6.09	6
SUBTOTAL		118.5	42.5	34		1,196	62,300			33.53	33

Employee Classification	Annual Hours	NAWH	FTE's
Jail Administration			
Chief Jailer	2,086	N/A	1
Captain	2,086	N/A	1
Maintenance Officers	4,171	N/A	2
Records Administrator	2,086	N/A	1
Records Clerk	2,086	N/A	1
Warrants Officer	2,086	N/A	1
Fault Service	5,840	1,798	3
Facility Investigator	2,086	N/A	1
Medical Officer	5,422	1,705	3
Medical Clerk	2,086	N/A	1
Training Sergeant	2,086	N/A	1
Training Corporal	2,086	N/A	1
	2,086	N/A	1
	2,086	N/A	1
Jail Operations			
Overnight Lieutenant	2,086	N/A	1
Bookings Sergeant	2,216	N/A	1
Bookings Corporal	9,307	1,785.5	5
Bookings Officer	11,329	1,856.5	10
Transport Sergeant	2,216	N/A	1
Transport Corporal	2,216	1,868.75	1
Transport Officer	11,080	1,819.5	6
Corrections Section			
Facility Lieutenant	2,086	N/A	1
Shift Sergeant	6,648	1,889.5	4
Shift Corporal	9,307	1,930	5
Control Control	9,307	1,868.75	5
HU 2 Officer	9,307	1,868.75	5
HU 3 Officer	9,307	1,868.75	5
Wm Jail Rover	14,126	1,868.75	18
Dorm			
Dorm Control	9,307	1,868.75	5
Dorm Rover	15,512	1,868.75	8
Pods			
Pod Corporal	9,307	1,930	5
Pod Control	15,512	1,868.75	8
Pod Rover	15,512	1,868.75	8
TOTAL	239,719		127



Implement the Plan & Monitor

- Evaluate plan after implemented
- How are employees holding up?
- Effective/non-effective clues
- Further improvements
- Change...



Questions

Jim Hart, CCE, CJM
 Jail Management Consultant
Jim.hart@tennessee.edu
 (423) 413-7902



5. Commissioner Biloski moved to approve the recommendation from the Operations Committee recommendation to place above each outer door a black metal sign with lettering white with " In God We Trust", in the same font that is presently on the capitol dome with the cost to be up to \$500.00. Seconded by Commissioner Bates.

Amended by Commissioner McKamey to allow a professional sign company, signs unlimited to donate the materials and labor to install the sign through our Purchasing Department. Seconded by Commissioner Bates. Commissioner McKamey *withdrew* amendment.

Amended by Commissioner Hitchcock to defer motion back to the Operations Committee next month. Seconded by Commissioner Mead. Motion carried by voice vote.

6. Commissioner Iwanski moved to refer to Operations Committee to look at how we might change the signage to substantially reduce our financial risk. Seconded by Commissioner Creasey.

Voting Aye: Alderson, Biloski, Creasey, Fritts, Hitchcock, Iwanski, Shuey and Wandell. NO: Bates, Emert, Isbel, McKamey, Mead, Meredith and White. Absent: Irwin. Motion failed.

7. Commissioner Biloski moved to approve Mayor and Accounts & Budgets Vehicle Use Policy. Seconded by Commissioner Mead. Motion carried by voice vote.

8. Commissioner Biloski moved to withdraw the prior motion. Seconded by Commissioner Mead. Motion carried by voice vote.

9. Commissioner Biloski moved to approve recommendation from the Operations Committee to request the Election Commission study their space issue to 3,000 sq ft of new space, looking at all alternatives and come back to Operations Committee in 30 days with options. Seconded by Commissioner White. Motion carried by voice vote.

10. Commissioner Biloski moved to approve recommendation from the Operations Committee requesting the Law Director draft a resolution in support of the re-development effort for the Oak Ridge Mall and present to full commission. Seconded by Commissioner Wandell. Motion carried by voice vote.

Purchasing Committee Report

11. Commissioner Wandell moved to approve the recommendation from the Purchasing Committee the following contracts. Seconded by Commissioner Shuey. Motion carried by voice vote.

- Design Sensory – one year contract for Website Design and Development for the Tourism Department, for the period of March 2013 thru March 2014
- Jennie – O – Turkey – one year contract with an option to renew for two additional years for Turkey for the School Nutrition Department, for the period of July 1, 2013 thru June 30, 2014.
- Integrity Technology Solutions – three year contract for the Fire & Alarm Monitoring for the School Department, for the period of July 1, 2013 thru June 30, 2016.

Budget Committee Report

12. Commissioner McKamey moved to approve recommendation from Budget Committee the following appropriations in the School Department. Seconded by Commissioner Isbel.

Voting Aye: Alderson, Bates, Biloski, Creasey, Emert, Fritts, Hitchcock, Isbel, Iwanski, McKamey, Mead, Meredith, Shuey, Wandell and White. Absent: Irwin.

Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$290,826.56
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Decrease Reserve Code:

141-34555BEP	Reserve	\$59,173.44
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Increase Expenditure Code:

141-71100-449	Regular Instruction Textbooks	\$350,000.00
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Increase Revenue Code:

143-47112	Commodities Received	\$162,374.00
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Increase Expenditure Code:

143-73100-469	Commodity Used	\$162,374.00
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Increase Revenue:

145.12	Companion Program Total Revenue Companion Fund	\$230,428.00
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Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$290,826.56
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Decrease Reserve Code:

141-34555	BEP Reserve	\$59,173.44
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Increase Expenditure Code:

141-71100-449	Regular Instruction Textbooks	\$350,000.00
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Decrease Reserve Code:

141-39000	Unassigned Fund Balance	\$290,826.56
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Decrease Reserve Code:

141-34555	BEP Reserve	\$59,173.44
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Increase Expenditure Code:

141-71100-449	Regular Instruction Textbooks	\$350,000.00
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Increase Expenditures:

145.12	Companion Program Total Expenditure Codes	\$230,428.00
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Increase Revenue:

145.13	Head Start Regular Total Revenue	\$1,827,313.00
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Increase Expenditures:

145.13	Head Start Regular Total Expenditures	\$1,827,313.00
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Increase Revenue:
145.14 Early Head Start
Total Revenue \$816,685.00

Increase Expenditures:
145.14 Early Head Start
Total Expenditures \$816,685.00

Increase Revenue:
145.154 T/TA & CDA
Total Revenue \$27,437.00

Increase Expenditures:
145.15 T/TA & CDA
Total Expenditures \$27,437.00

Increase Revenue:
145.16 USDA
Total Revenue \$187,600.00

Increase Expenditures:
145.16 USDA
Total Expenditures \$187,600.00

Decrease Reserve Code:
141-39000 Unassigned Fund Balance \$31,000.00

Increase Expenditure Code:
141-71100-116 Regular Instruction Teachers \$31,000.00

Increase Revenue Code:
141-43582-3000 Community Service Fees
Use of Life Development Center \$5,240.00

Increase Expenditure Codes:
141-73300-189 Life Development Center
Other Salaries and Wages \$4,868.00
141-73300-201 Life Development Center
Social Security 302.00
141-73300-212 Life Development Center
Medicare 70.00
Total Expenditures Increased \$5,240.00

13. Commissioner McKamey moved to approve recommendation from the Budget Committee the following Non School appropriations. Seconded by Commissioner Alderson.

Voting Aye: Alderson, Bates, Biloski, Creasey, Emert, Fritts, Hitchcock, Isbel, Iwanski, McKamey, Mead, Meredith, Shuey, Wandell and White. Absent: Irwin. Motion carried.

Decrease Reserve Code:
131-34550 Restricted-Highway \$289,000.00

Increase Expenditure Code:
131-68000-713 Highway Construction \$289,000.00

Decrease Reserve Code:

101-34650	Committed Bridge Construction	\$431.49
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Increase Expenditure Code:

101-99100-590	Transfer to Other Funds	\$431.49
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Increase Expenditure Code:

131-68000-705-1000	Bridge Construction BRZE 100 (27)	\$431.49
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Increase Revenue Code:

131-49800	Transfer from Other Funds	\$431.49
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Decrease Reserve Code:

101-34615	Committed – Gov Deals	\$1,500.00
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Increase Expenditure Codes:

101-52200-302	Advertising for Bids	\$1,200.00
101-52200-425	Gasoline	<u>300.00</u>
	Total Expenditures Increased	\$1,500.00

Decrease Reserve Code:

101-34520-5000	Reserve-Courthouse Security	\$13,500.00
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Increase Expenditure Codes:

101-53920-399	Other Contracts	\$500.00
101-53920-431	Law Enforcement Supplies	10,000.00
101-53920-791	Other Construction	<u>3,000.00</u>
	Total Expenditures Increased	\$13,500.00

Increase Revenue Code:

101-44580	Performance Bond Forfeitures	\$112,560.00
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Increase Expenditure Code:

101-51720-399	Other Contracted Services	\$112,560.00
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Increase Revenue:

101-43340-1200	Sale of Equipment	\$2,125.00
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Decrease Expenditure Codes:

101-51240-307	Communication	\$300.00
101-51240-322	Evaluation and Testing	200.00
101-51240-336	Maintenance and Repair Services	700.00
101-51240-338	Maintenance and Repair Vehicle	
	Mowers	700.00
101-51240-348	Postage	<u>50.00</u>
	Total Expenditures Decrease	\$4,075.00

Increase Expenditure Codes:

101-51240-446	Small Tools and Supplies	\$350.00
101-51240-451	Uniforms	200.00
101-51240-452	Utilities	1,000.00
101-51240-454	Water	400.00
101-51240-499	Other Supplies & Equipment	<u>2,125.00</u>
	Total Expenditures Increase	\$4,075.00

Decrease Reserve:

115-34635	Anderson County Libraries Committed for other purposes	\$70.00
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Increase Expenditure Code:

115-56500-351	Rental of Post office box in Clinton post office	\$70.00
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Decrease Reserve:
 115-34635 Anderson County Libraries
 Committed for other purposes \$4,053.61

Increase Expenditure Code:
 115-56500-706-1003 Briceville Building Construction \$4,053.61

Decrease Reserve Codes:
 115-34635-3000 Lake City Local Committed \$5,000.00
 115-34635-3000 Lake City Local Committed 138.00
 Total Decreased Reserve \$5,138.00

Decrease Expenditure Codes:
 115-56500-317-3000 Data Processing Services \$525.00
 115-56500-207-3000 Medical Insurance 3,600.00
 Total Expenditures Decrease \$4,125.00

Increase Expenditure Codes:
 115-56500-307-3000 Communication \$630.00
 115-56500-334-3000 Maintenance Agreements 1,155.00
 115-56500-348-3000 Postal Charges 100.00
 115-56500-355-3000 Travel 140.00
 115-56500-432-3000 Books 2,637.74
 115-56500-499-3000 Other Supplies & Materials 1,000.00
 115-56500-169-3000 Part Time Help 3,600.00
 Total Expenditures Increase \$9,262.74

Decrease Reserve Code:
 115-34635-4000 Committed Library-Undesignated \$9,438.00

Increase Expenditure Codes:
 115-56500-129-4000 Salaries w/benefits (Librarians) \$334.00
 115-56500-169-4000 Part Time Help 5,506.00
 115-56500-201-4000 Social Security 382.00
 115-56500-204-4000 Retirement 157.00
 115-56500-207-4000 Medical Insurance 147.00
 115-56500-210-4000 Unemployment 72.00
 115-56500-212-4000 Medicare Taxes 88.00
 115-56500-355-4001 Travel 200.00
 115-56500-432-4001 Books, Audio, DVD's 2,000.00
 115-56500-435-4001 Office Supplies 276.00
 115-56500-499-4001 Other Supplies & Materials 276.00
 Total Expenditures Increase \$9,438.00

Increase Revenue Code:
 101-49800 Transfer to Other Funds \$13,300.00

Increase Expenditure Codes:
 101-54110-708 Communications Equip.-Operations \$8,600.00
 101-54210-708 Communications Equipment
 Detention Facility 4,700.00
 Total Expenditures Increase \$255.77

Decrease Reserve Code:
 171-34585 Restricted-Capital Projects \$13,300.00

Increase Expenditure Code:
 171-99100-590 Due to Other Funds \$13,300.00

14. Commissioner Isbel moved to approve recommendation from Budget Committee the following Non School (Library) transfer. Seconded by Commissioner McKamey. Motion carried by voice vote.

Decrease Expenditure Code:

115-56500-524-1000	Staff Development	\$255.77
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Increase Expenditure Codes:

115-56500-129-1000	Librarians	\$220.84
115-56500-201-1000	Social Security	13.69
115-56500-204-1000	Retirement	18.04
115-56500-212-1000	Medicare	<u>3.20</u>
	Total Expenditures Increase	\$255.77

15. Commissioner McKamey moved to approve recommendation from Budget Committee the following appropriations. Seconded by Commissioner Mead.

Amended by Commissioner Hitchcock to include Item 23. Seconded by Commissioner Creasey.

Voting Amended Motion Aye: Alderson, Bates, Biloski, Creasey, Emert, Fritts, Hitchcock, Isbel, Iwanski, McKamey, Mead, Meredith, Shuey, Wandell and White. Absent: Irwin. Motion carried.

Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$1,800.00
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Increase Expenditure Code:

101-58300-399	Other Contracted Services	\$1,800.00
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Increase Expenditure Codes:

101-54210-515	Liability Claims	\$2,693.41
101-54110-515	Liability Claims	24,948.19
131-65000-515	Liability Claims	7,425.65
205-55130-515	Liability Claims	<u>2,071.00</u>
	Total Expenditures Increase	\$37,138.25

Decrease Reserve Codes:

101-39000	Unassigned Fund Balance	\$27,641.60
131-34650	Committed for Highway	7,425.65
205-39900	Net Assets-Unrestricted	<u>2,071.00</u>
	Total Expenditures Increase	\$37,138.25

Increase Expenditure Code:

101-53310-599	Other Charges	\$3,668.00
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Decrease Reserve Code:

101-39000	Unassigned Fund Balance	\$3,668.00
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Fire Commission Report

16. Commissioner White moved to approve recommendation from the Fire Commission By Laws. Seconded by Commissioner Mead. Motion carried by voice vote. (See Folder)

Legislative Committee Report

17. Commissioner Creasey moved to approve recommendation from the Legislative Committee opposing any Judicial Redistricting Plans that would eliminate the Seventh Judicial District of Anderson County. Seconded by Commissioner Iwanski. Motion carried by voice vote.

Anderson County, Tennessee

Board of Commissioners

RESOLUTION 13-03-457

RESOLUTION TO THE TENNESSEE GENERAL ASSEMBLY OPPOSING ANY JUDICIAL REDISTRICTING PLANS THAT WOULD ELIMINATE THE SEVENTH JUDICIAL DISTRICT OF ANDERSON COUNTY

WHEREAS, currently Anderson County sits in the Seventh Judicial District encompassing only the boundaries of Anderson County and serving only the court needs of Anderson County citizens and local law enforcement; and

WHEREAS, area judges including the Chancellor, Circuit Court Judge, along with the county's Public Defender and District Attorney General serve only the Seventh Judicial District and are elected by only the citizens of Anderson County; and

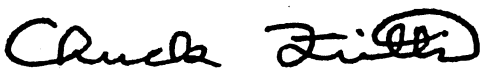
WHEREAS, currently the Tennessee General Assembly is considering plans to redistrict judicial districts throughout Tennessee. Some of the proposals may have the effect of eliminating the Seventh Judicial District and merging Anderson County with several other surrounding counties; and

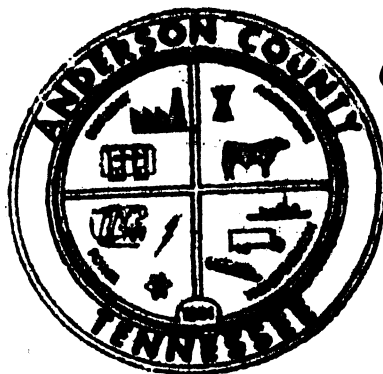
WHEREAS, this proposal would affect our citizen's access to our courts, cause our Chancellor, Circuit Court Judge, Public Defender and District Attorney General to be elected by citizens of other counties, result in expanded court dockets and potentially increase jail overcrowding.

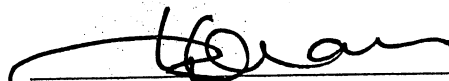
NOW THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners meeting in regular session this 18th day of March 2013 that we strongly oppose any judicial redistricting plans that would eliminate Anderson County's Seventh Judicial District and we respectfully encourage the General Assembly to allow Anderson County to remain the only county in the Seventh Judicial District.

BE IT FURTHER RESOLVED that we request the County Clerk send a copy of this resolution to our legislative representatives in the Senate and House of Representatives.

RESOLVED, DULY PASSED AND APPROVED this 18th day of March 2013.


Chuck Fritts, AC Commission, Chair




Terry Frank, Anderson County Mayor

ATTEST:


Jeff Cole, Anderson County Clerk

18. Commissioner Creasey moved to approve recommendation from the Legislative Committee that Anderson County support of Senate Bill 0458 and House 0739 expanding the authority of the Purchasing Agent. Seconded by Commissioner Mead. Motion carried by voice vote.

Anderson County, Tennessee

Board of Commissioners

RESOLUTION 13-03-456

RESOLUTION IN SUPPORT OF SENATE BILL 0458 AND HOUSE BILL 0739 EXPANDING THE AUTHORITY OF THE PURCHASING AGENT TO UTILIZE OTHER GOVERNMENTAL ENTITY CONTRACTS, ALLOW ADDITIONAL COOPERATIVE PURCHASING AGREEMENTS AND BROADEN THE ABILITY TO ISSUE ADDENDUMS TO CLARIFY BID SPECIFICATIONS

WHEREAS, as written this bill would allow the expanded utilization of other governmental entity contracts bid under the same terms and conditions set forth for Anderson County resulting in the elimination of redundant bidding tasks and decreasing workload on an already strained county purchasing department; and

WHEREAS, additionally the bill allows the increased utilization of cooperative purchasing arrangements with other governmental entities resulting in cost savings for larger quantity bulk purchases; and

WHEREAS, the terms of the proposed bill also includes additional authority for the Purchasing Agent to issue addendums to bid specifications within a reasonable time period prior to bid opening to allow for bid clarifications; and

WHEREAS, the terms of this bill will produce more efficient purchasing operations, cost savings to our taxpayers, reasonable clarifications of bid specifications for companies that provide goods and services to Anderson County and decrease the potential for bid protests and challenges.

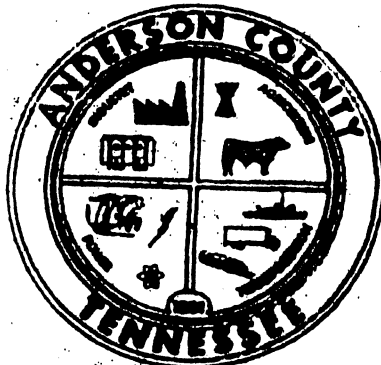
NOW THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners meeting in regular session this 18th day of March 2013 that we support SENATE BILL 0458 and HOUSE BILL 0739 that will result in more efficient purchasing operations, decrease workload in the purchasing department, produce cost savings for taxpayers and allow more clarity in bid specifications.

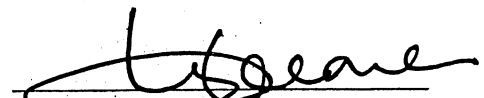
BE IT FURTHER RESOLVED that we request the County Clerk provide a copy of this resolution to members of Anderson County's Legislative Delegation to the Tennessee General Assembly.

RESOLVED, DULY PASSED AND APPROVED this 18th day of March 2013.

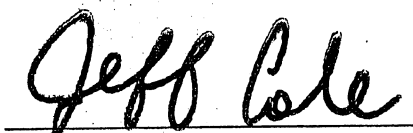


Chuck Fritts, AC Commission, Chair




Terry Frank, Anderson County Mayor

ATTEST:


Jeff Cole, Anderson County Clerk

19. Commissioner Creasey moved to approve recommendation from the Legislative Committee for the County Attorney to create a Private Act to establish procedures for the creation of new Anderson County Government department, abolishment of existing department, appointment and removal of department heads. Seconded by Commissioner Hitchcock.

Voting

Aye: Alderson, Biloski, Creasey, Emert, Fritts, Hitchcock, Isbel, Iwanski, McKamey, Meredith, Shuey, Wandell and White. **NO:** Bates and Mead. **Absent:** Irwin. Motion carried.

Anderson County, Tennessee

Board of Commissioners

RESOLUTION 13-03-460

RESOLUTION REQUESTING THE TENNESSEE GENERAL ASSEMBLY ENACT THE FOLLOWING PRIVATE ACT FOR ANDERSON COUNTY

AN ACT to establish procedures for the creation of new Anderson County Government departments, abolishment of existing departments, appointment and removal of department heads.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE

Section 1: New or additional Anderson County Government departments and department heads, not provided for by Tennessee general law, shall only be created by approved resolution of the Board of Commissioners or private act by the General Assembly. Employment of all new department heads shall be confirmed and approved by majority vote of the Board of Commissioners.

Section 2: Anderson County Government departments created by resolution of the Board of Commissioners shall not be abolished or department heads removed or terminated without prior recommendation of the established oversight committee, supervising person or officeholder, and subsequent majority vote of the Board of Commissioners.

Section 3: This act shall take effect immediately upon proper passage by the General Assembly and subsequent confirmation vote of the Board of Commissioners.

NOW THEREFORE, BE IT RESOLVED by the Anderson County Board of Commissioners meeting in regular session this 18th day of March 2013 that we respectfully request the Tennessee General Assembly to enact the above-recited private act applicable to Anderson County.

BE IT FURTHER RESOLVED that we request the County Clerk send a copy of this resolution to our legislative representatives in the Tennessee Senate and House of Representatives.

RESOLVED, DULY PASSED AND APPROVED this 18th day of March 2013 by a vote of 13 for passage, 2 against and one absent.

Chuck Fritts

Chuck Fritts, Chairman
Anderson County Board of Comm.



ATTEST:

Jeff Cole

Jeff Cole, Anderson County Clerk

20. Commissioner Wandell moved to approve recommendation from the Legislative Committee to support Senate Bill 1006 by Gresham and House Bill 848 by Ragan to act to amend Tennessee Code Annotated, Title 58, Chapter, relative to the Tennessee State Guard adding the following language as a new section: 58-1-412. Seconded by Commissioner White. Commissioner Mead abstained for cause because the Bill is favorable to the Tennessee State Guard in which he is a member of. Motion carried by voice vote. (See folder)

Old Business

21. Commissioner Meredith moved to approve resolution establishing goals, and initiatives for the continued protection of our students, faculty and staff and creating the Anderson County Joint Task Force for School Safety and Security. Seconded by Commissioner Mead. Motion carried by voice vote.

Anderson County, Tennessee
Board of Commissioners & School Board
RESOLUTION 13-02-454

RESOLUTION ESTABLISHING GOALS, AND INITIATIVES FOR THE CONTINUED PROTECTION OF OUR STUDENTS, FACULTY AND STAFF AND CREATING THE ANDERSON COUNTY JOINT TASK FORCE FOR SCHOOL SAFETY AND SECURITY.

WHEREAS, the continued safety and security of our students, faculty and staff is of paramount importance to our county and its citizens for future generations to come; and

WHEREAS, the Anderson County Board of Commissioners (hereinafter "County Commission") in conjunction with the Anderson County School Board (hereinafter "School Board") and collectively ("the Parties") wishes to address school safety security issues through a collaborative effort to identify, assess and resolve school security concerns, and needs throughout our school system; and

WHEREAS, after a joint work session between the County Commission and School Board held on February 7th, 2013 a consensus was reached to establish a Joint Task Force for School Safety and Security; and

WHEREAS, violence in our communities is a societal problem that is not driven by school instruction or mandatory education mandates, but the serious negative effects of school violence has a prolonged impact on our schools, faculty, staff and the students they serve; and

WHEREAS, local governments and school boards must realize the long-term effects of school violence on our students and all stakeholders must be proactive in maintaining a safe and secure learning environment; and

WHEREAS, the Parties hereto must continue to train faculty, staff and students to recognize and report potential safety and security concerns; and

WHEREAS, the County Commission and School Board must strengthen partnerships with local governments and law enforcements agencies, to better protect our children from school violence; and

NOW THEREFORE BE IT RESOLVED, by the Anderson County Board of Commissioners meeting in regular session this 18th day of March 2013 and the Anderson County School Board meeting in regular session on March 14th, 2013 that we hereby concur with the proscribed goals and initiatives and create the Anderson County Joint Task Force for School Safety and Security.

Section 1. Joint Task Force Invitees

The Joint Task Force for School Safety and Security shall be comprised of the following invitees. Invitees shall signify their intent to serve as official members by written correspondence to the Chairs, or by attending the first organizational meeting. Each official member will have equal voting shares and powers hereunder:

- A) County Commission Chair – Co-chair of Joint Task Force;
- B) School Board Chair – Co-Chair of Joint Task Force;
- C) County Mayor;
- D) Director of Anderson County Schools;
- E) Director of Clinton City Schools;
- F) Director of Oak Ridge City Schools;
- G) Member of the Clinton City Council;
- H) Member of the Norris City Council;
- I) Member of the Lake City Council;
- J) Member of the Oliver Springs City Council;
- K) County Sheriff;
- L) Clinton City Police Chief;
- M) Lake City Police Chief;
- N) Norris Police Chief;
- O) Oliver Springs Police Chief;
- P) Oak Ridge Police Chief;
- Q) Representative from the Anderson County Fire Commission;
- R) Director of Emergency Management;
- S) Director of Emergency Medical Services, and the
- T) Director of School Security and Transportation.

Section 2. Ability to Appoint Designees by Task Force Members

Designees may be appointed for the duration of the process unilaterally by any Task Force Member to serve as proxy members with all voting powers with the exception of the Task Force Co-chairs who may be replaced by another member with majority vote.

Section 3. Required Quorum for Official Meetings

A quorum of this Task Force shall be mandated by this Resolution to formally hold any official meetings and pass proposed measures and motions. Under the terms of this Resolution, a quorum is defined as a majority of all members present, including designees. All measures presented must be passed by a majority of the those members present at a publicly noticed

meeting published at least one time five days prior to the meeting date and time in a newspaper of general circulation in Anderson County.

Section 4. Official Meeting Dates

The Joint Task Force shall convene at least one time monthly until the final report is submitted to the County Commission, School Board and municipal governing bodies no later than July September 6th, 2013. Additional meeting dates and times will be at the sole discretion of the appointed Co-chairs.

Section 5. Safety and Security Audit and Assessment Sub-Committee Membership

A) Members shall be as follows:

- I. Director of School Security and Transportation – Sub- Committee, Chair
- II. All officers of the Anderson County Sheriff's Office School Resource Division.

B) Members shall be charged with reviewing all school security plans, needed data, interviewing school faculty, staff and students to better understand all safety and security needs for each school. Members of the Safety and Security Audit and Assessment Sub-Committee will be under the direction and control of the Sub-Committee Chair. Various tasks required and needed by the Joint Task Force to better fulfill its goals and initiatives under the terms of this Resolution shall be requested through written correspondence with the Sub-Committee Chair. All meeting dates, reports, analyses, inspections and assessments will be under the supervision and directives established by the Sub-Committee Chair.

Section 6. Monthly and Final Reports

The Task Force Co-chairs shall dictate any and all monthly reports requested from the Sub-Committee by the Joint Task Force members to inform members and facilitate the final report. The final report shall be filed by the Joint Task Force no later than September 6th, 2013 with appropriate copies being presented to all governing bodies represented by the Joint Task Force.

Section 7. Goals and Initiatives

The Anderson County Task Force for School Safety and Security is charged with providing information and recommendations to achieve the following goals and initiatives for the health, safety and well-being of all Anderson County school students, faculty and staff members. The Task Force's responsibilities shall include the following:

Section 8. Evaluate Safety Audits and Identify Best Practices

Evaluate current school security and safety audits that have already been conducted and identify best practices that schools or local governments have implemented that would be helpful to all and review any audit findings that have not been addressed.

Section 9. Share Identified Best Practices

Recommend a mechanism for schools and participating governments to identify and share the best practices for improved school safety and security on an ongoing and continuing basis.

Section 10. Existing Safety and Security Needs

Assess, identify and resolve existing school safety and security needs with a focus towards an overall goal of providing a safer and more secure learning environment for Anderson County school students.

Section 11. Recommend New School Safety and Security Protocols and Procedures

Recommend modifications to K-12 school safety and security protocols and procedures to ensure an even safer learning environment.

Section 12. School Resource Officers

Identify ways to improve and expand the use of School Resource Officers in our school system. Review School Resource Officer staff and make recommendation as to future additional officers and potential placement with a focus on providing additional SRO units at remote schools first. Identify additional training opportunities and needed equipment for School Resource Officers.

Section 13. Improvements to Safety and Security Audit Procedures

Identify any needed improvements to the school safety and security audit program to allow for better information gathering and sharing.

Section 14. Mental Health Professionals

Coordinate and communicate with local mental health professionals, social workers and crisis intervention specialist to review existing protocols for identifying troubled students and family relationships, as well as soliciting membership from these professionals for the Recovery Plan and reviewing established policies, procedures and critical components of the Recovery Plan.

Section 15. Identify Additional Governmental and Private Resources

Suggest and identify additional resources, programs, grants or tools from local, state or federal governments, including private firms that can provide free or low cost assistance to our School System related to safety and security needs.

Section 16. Legislative Review and Monitoring

Examine current laws and regulations to identify concerns related to school safety and security. Provide timely recommendations for proposed legislation introduced to the General Assembly or ideas for future legislative proposals.

Section 17. Existing Security Measures

Evaluate, review and refine existing school safety/security measures and related emergency plans and implement new security measures and plans where needed.

Section 18. Threat Identification

Provide curricula and resources to teach students, faculty and staff techniques on identifying school security threats and establish reporting protocols, including issues related to mental health, child abuse and domestic violence concerns.

Section 18. Communicate with Law Enforcement and other Emergency Service Departments.

Communicate, review and confirm prior to implementation that all security plans are agreeable with the Anderson County Sheriff's Office, Emergency Services Director and Medical Services Directors, as well as local Police Chiefs to ensure that emergency plans are approved, acceptable and practical to first responders units.

Section 19. Emergency Preparedness Plans

Continue to insure that all emergency plans, including fire, flood, hazardous weather, school violence and active shooter incidents shall be communicated with each school principal and first responder agencies, and appropriate practice drills shall be mandated for all critical incidents including weather related and active shooter drills. Schools shall conduct monthly fire evacuation drills and jointly at least one "Hard Lock Down", "Severe Weather", "Reverse Evacuation", "Shelter in Place", "Active Shooter", "Bomb Threat", "Public Utility Outage" and "Drop Cover and Hold" drills per semester. Each classroom and teacher shall be provided with instruction, directives and checklists on how to comply with each emergency plan and appropriate drill;

Section 20. Conduct Site Survey

Conduct a physical site assessment for each school identifying potential threats, vulnerable access points, landscaping concerns, visually obstructed areas and safe sight lines.

Section 21. Prepare Maps, Diagrams Photographs

Examine and authenticate maps, diagrams, photographs of all schools both interior and exterior views. Identify all electrical breaker boxes, switching systems, surveillance equipment, communications components, alarm stations and back-up power generators. Each map or diagram shall identify critical staging areas, evacuation routes and designated safe child pick-up zones, and share with all emergency first responder units.

Section 22. Physical Barriers/Safety Traps

Identify safe zones and physical barriers in school buildings and classrooms to protect students during "Active Shooter" incidents. Explore opportunities to create safe zones within classrooms or portions of school buildings. Determine if safety traps with electronically controlled ingress/egress are viable options for installation at main entrance points. Determine if installation of remote controlled electronic locks on access doors would enhance school security.

Section 23. Video Surveillance and Communication Equipment

Review video surveillance and communication equipment and make recommendation for augmentation of additional units and placement.

Section 24. Safety and Security Inspections

Verify that safety and security inspections are being completed on a timely basis and properly documented. Including daily door checks, periodic review of alarms, video and communication equipment including back-up generators. Comply with all mandatory testing of fire and smoke alarms, sprinkler systems and fire extinguishers.

Section 25. Safety Teams

Review and make recommendations to safety teams at each school to assist and augment school resource officers when needed and requested.

Section 26. Recovery Plan

The Parties hereto recognize that in the event of a tragic incident involving students, critical incident stress and debriefing plans, including counseling services shall be available to affected students, faculty and staff.

Section 27. Review Recommendations from other Jurisdictions

Review the recommendations set forth in previous state and national reports and studies and provide strategies for implementation of relevant, realistic recommendations that would enhance school safety and security issues in our schools.

Section 28. Signage

Review all school signage and determine if parking lots, entrances and doors are clearly marked and recognizable to the general public in effort to limit access to restricted student areas by only approved visitors.

Section 29. Visitor Protocol

Verify that visitor procedures are in place at each school with guest registry and visitor badges provided. Perform routine spot checks to determine if procedures are being followed.

Section 30. Emergency Notification to Parents

Review current process and make recommendations in developing quick and expedient methods of contacting parents in the event of a critical incident and evacuation of students preferably by telephone, voice message, text message or electronic email, and other telecommunications contact. Each parent shall agree to the form of emergency contacts and be briefed on the emergency pick-up location for his or her child from a safe and approved location.

Section 31. Confidentiality of Emergency Plans and Materials

All emergency preparedness and response plans shall remain confidential at all times and shall not be released to the public at large. Only law enforcement agencies, Emergency Service Personnel and School staff shall have access to the plans.

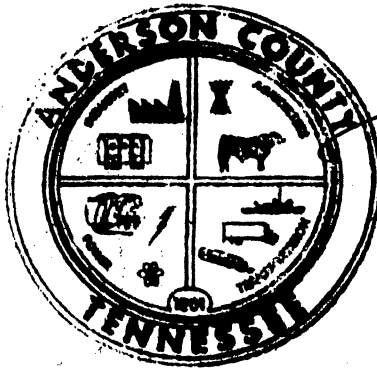
Section 32. Interface with Budget and Finance Committees

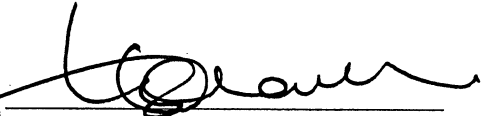
Timely communicate with Anderson County Director of Accounts and Budget, School Finance Director, County Budget Committee and School Finance Committee to explore avenues to appropriately fund needed improvement to address school safety and security concerns.

RESOLVED, DULY PASSED AND APPROVED this 18th day of March 2013.



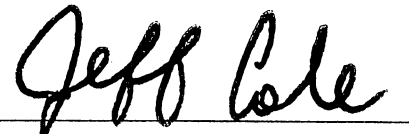
Chuck Fritts, AC Commission, Chair





Terry Frank, Anderson County Mayor

ATTEST:



Jeff Cole, Anderson County Clerk

Jo Williams, AC School Board, Chair

22. Commissioner Wandell moved to donate \$1,100.00 to Clinton High School Robodragons for the First Robotics Competition Team #4630 from the Solid Waste code. Seconded by Commissioner Meredith. Motion carried by voice vote.



**Chuck Fritts, Chairman
County Commission**



**Jeff Cole
County Clerk**