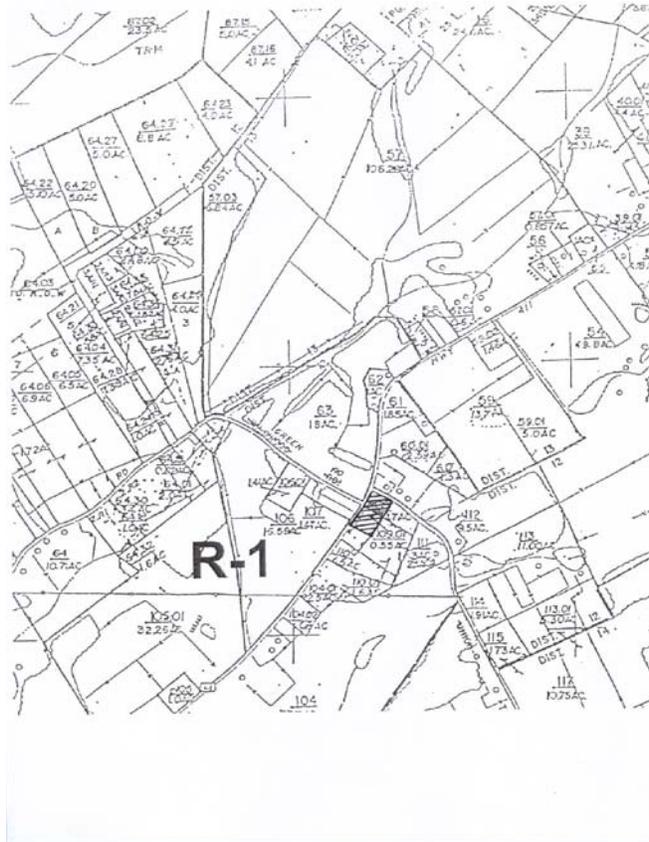


**NOTICE OF PUBLIC HEARING.** In accordance with Tennessee Code Annotated Sections 5-5-105 and 13-7-105, the Board of County Commissioners of Blount County, Tennessee, will convene and hold public hearing on September 8, 2015 at 6:00P.M., at the Blount County Courthouse Commission Meeting Room for the following proposed amendments to the Zoning Resolution of Blount County, Tennessee, being Resolution 00-06-010, and specifically the Zoning Map of Blount County, Tennessee.

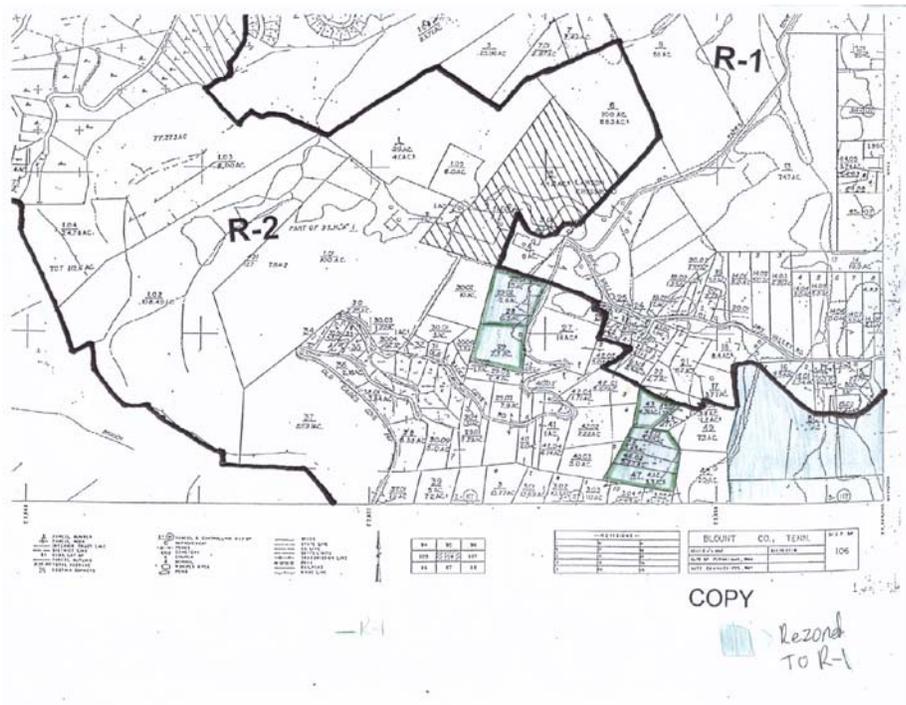
**A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-1(Rural District 1) to RAC2(Rural Arterial Commercial District 2) for property located at 4560 Sevierville Road at the intersection with Temple Road, the property is identified on tax map 029, parcels 109.00, part of 109.01, part of 109.02, and part of parcel 110.01.**



Copies of the Resolutions may be obtained at the offices of the Blount County Building Commissioner and Secretary to the County Commission, during regular office hours. Blount County does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d).

**NOTICE OF PUBLIC HEARING.** In accordance with Tennessee Code Annotated Sections 5-5-105 and 13-7-105, the Board of County Commissioners of Blount County, Tennessee, will convene and hold public hearing on September 8, 2015 at 6:15P.M., at the Blount County Courthouse Commission Meeting Room for the following proposed amendments to the Zoning Resolution of Blount County, Tennessee, being Resolution 00-06-010, and specifically the Zoning Map of Blount County, Tennessee.

**A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-2(Rural District 2) to R-1(Rural District 1) for property located at 830 Lequire Road, the property is identified on tax map 106, parcel 003.00.**



Copies of the Resolutions may be obtained at the offices of the Blount County Building Commissioner and Secretary to the County Commission, during regular office hours. Blount County does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d).

APPROVED:

Jerome Moon  
Commission Chairman

Ed Mitchell  
County Mayor

ATTEST:

Roy Crawford, Jr.  
County Clerk

**RESOLUTION No. 15-09-002**

**Sponsored by Commissioners Ron French and Andy Allen**

**A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-1(Rural District 1) to RAC2(Rural Arterial Commercial District 2) for property located at 4560 Sevierville Road at the intersection with Temple Road, the property is identified on tax map 029, parcels 109.00, part of 109.01, part of 109.02, and part of parcel 110.01.**

**BE IT RESOLVED**, by the Board of Commissioners of Blount County, Tennessee, in session assembled this 17<sup>th</sup> day of September, 2015:

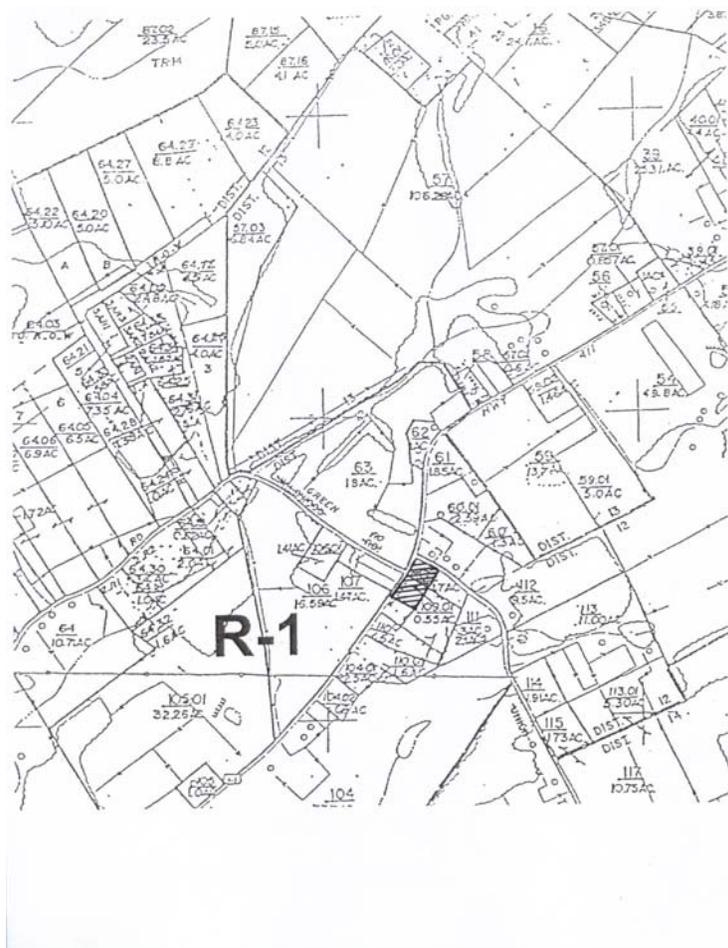
**WHEREAS**, the legislature of the State of Tennessee has enabled Blount County to adopt and amend zoning regulations, including a zoning map, in Tennessee Code Annotated Section 13-7-101, *et seq.*, and

**WHEREAS**, the Board of Commissioners of Blount County, Tennessee adopted zoning regulations, including the Zoning Map of Blount County, Tennessee in Resolution 00-06-010 **A RESOLUTION ADOPTING ZONING IN BLOUNT COUNTY PURSUANT TO SECTIONS 13-7-101, ET SEQ., OF THE TENNESSEE CODE ANNOTATED**, and

**WHEREAS**, it is desired to amend the Zoning Map of Blount County, Tennessee.

**NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF BLOUNT COUNTY, TENNESSEE**, to adopt the following:

**A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-1(Rural District 1) to RAC2(Rural Arterial Commercial District 2) for property located at 4560 Sevierville Road at the intersection with Temple Road, the property is identified on tax map 029, parcels 109.00, part of 109.01, part of 109.02, and part of parcel 110.01.**



**BE IT FURTHER RESOLVED THAT THIS RESOLUTION SHALL BE IN FORCE AND BECOME EFFECTIVE UPON ITS ADOPTION, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

**ATTEST**

\_\_\_\_\_  
Commission Chairman

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

\_\_\_\_\_  
County Mayor

\_\_\_\_\_  
Date

# Memo

**To:** Blount County Planning Commission  
**From:** Building Commissioner  
**CC:** Other planning commissioner members and staff  
**Date:** 7/15/2015  
**Re:** Rezoning Request at 4560 Sevierville Road.

---

**Background:**

The applicant is requesting that the property at 4560 Sevierville Road be rezoned from R-1(Rural District 1) to RAC-2(Rural Arterial Commercial 2). This rezoning will be at the corner of Sevierville Road and Temple Road, and will consist of all or parts of four parcels. These parcels are identified on tax map 029 parcels 109.00, part of 109.01, part of 109.02 and part of parcel 110.01.

The rezoning will be all of parcel 109.00, most of 109.01, a small portion of 109.02 that runs behind the previous two parcels, and a small portion of parcel 110.01 that runs just behind parcel 109.00. A re-plat combining these properties is being created and I should have a copy of that for our meeting. For this rezoning I have indicated the parcels and portions of parcels that will be included in that re-plat. These areas are hatched on the maps that are included in this report.

This rezoning request does fit the requirements of the RAC-2 zone. The property is located on one of the specified arterial (Sevierville Road) roads at one of the specified intersecting roads (Temple Road). The lot being created shall be 1 acre or greater and will be limited to a depth of 300 feet from each road right-of-way. In the initial description on the maps that follow, the depth will be less than 300 feet from both Temple Road and Sevierville Road.

**Section 9.12 RAC2 – Rural Arterial Commercial District 2.** It is the purpose and intent of this district to regulate commercial and other development of low to medium density adjacent to rural arterial roads in the county not covered by the RAC zone in Section 9.10, consistent with the overall purposes of this Resolution contained in Article 3, consistent with

provisions in Public Chapter 1101 of 1998 (Tennessee Code Annotated Section 6-58-101, et seq), and consistent with plans adopted by Blount County.

It is further the policy of the County Commission that the RAC2 district and this section shall have applicability only to land adjacent to specific arterial roads, as identified on the Major Road Plan and deemed appropriate for limited commercial development, being specifically the following:

Hwy 411 North (Sevierville Road) from Maryville UGB to eastern county line with Sevier County; and

Hwy 129 (Calderwood Highway) from intersection with Hwy 411 South, excluding Maryville Urban Growth Boundary, to intersection with Tallassee Road.

It is further the policy of the County Commission that amendments to the Zoning Map shall extend no more than 300 feet perpendicular away from the right-of-way lines of the above delineated highways, only on that side of specified intersecting road, and no more than 300 feet laterally from intersections of specific public roads along the above delineated highways, the intersecting roads having characteristic of already having established commercial development. The specific intersecting roads shall be limited to the following:

Along Hwy 411 North (Sevierville Road) from Maryville UGB to eastern county line with Sevier County, the following intersecting roads,

Hinkle Road and Keener Road intersections;  
Doc Norton Road intersection;  
Temple Road intersection; and

Along Hwy 129 (Calderwood Highway) from intersection with Hwy 411 South, excluding Maryville Urban Growth Boundary, to intersection with Tallassee Road, the following intersecting roads;

Mt. Carmel Lane intersection;  
Brickmill Road and Six Mile Road intersections;  
Tallassee Road intersections.

This section does not amend the Zoning Map, nor zone nor rezone any land to RAC2, but only identifies limits to location for any land that may in the future be zoned RAC2.

A. Permitted Uses.

For residential uses, the following: Any use permitted in the R-1-Rural District 1 subject to the requirements of that District.

For office type uses, the following: Professional and office type uses with limited commercial and retail operations; Offices for businesses providing services.

For service type uses, the following: Banks; Barber and beauty shops; Computer and electronic device repair; Family day care home; Child day care center.

For retail trade type uses, the following: Convenience stores (including gasoline stations); Grocery stores; Drug stores; Meat and fruit markets; Restaurants; Bakery stores; Florists and garden supply stores; Cloth shops and sundries; Hardware stores; Ice cream parlors.

Auto oriented uses, the following: Gasoline service stations, filling stations.

Utility facilities necessary for the provision of public services; Public utility structure or use (excluding equipment and material storage yards).

For other uses, the following: Agriculturally-oriented commercial uses; Customary home occupations; Cemeteries; A single dwelling unit as quarters for a watchman, caretaker or custodian on the premises of a commercial use.

B. Uses permitted as special exception: None.

C. Uses permitted as special exception with specific limitations: None.

D. Uses Prohibited: In the RAC2 – Rural Arterial Commercial District 2: all uses are prohibited except those uses permitted or permitted as special exception specifically above.

E. Uses Requiring Site Plan Review: All uses and customary accessory structures, except one or two single family or manufactured home dwelling on a single lot, duplex dwelling on separate lot, and customary accessory structures to such excepted uses.

F. Minimum Lot Size and Density: For residential structures as required in Section 9.2.F. For all other uses: minimum lot size for any new division of land shall be one (1) acre, and maximum lot coverage of all buildings shall be no more than twenty-five (25) percent provided that both primary and duplicate area for septic field purposes are maintained unhindered by any structure, parking, drainage or other design element of the site which may impact septic functioning. Notwithstanding the above, the total area of all buildings shall not exceed 10,000 square feet for any one lot or parcel.

G. Setback Requirements: All uses shall comply with the following setback requirements, except as otherwise provided for in Articles 3 and 5 for lots of record and nonconforming situations.

1. Front Setback: the minimum depth of the front building setback shall be 40 feet from any road right-of-way or road easement line.

2. Rear Setback: the minimum building setback from the rear property line shall be 20 feet for the principal structure, and five feet for any accessory structure, provided that the rear setback shall be 40 feet for any non residential use or accessory structure with a rear property line abutting a residential use lot, or abutting a lot in the S, R-1 or R-2 zone.

3. Side Setback: the minimum building setback from the side property line shall be ten feet, provided that the side setback shall be 20 feet for any non residential use with a side property line abutting a residential use lot, or abutting a lot in the S, R-1 or R-2 zone.

H. Maximum Height of Structures: Unless otherwise explicitly allowed in other articles of this Resolution, all structures shall be no greater than 35 feet higher than the highest natural grade immediately adjacent to the structure.

I. Additional Site Plan Requirements: In addition to site plan requirements in Sections 7.2 and 7.15, site plans for any commercial use permit under this Section shall be drawn by a qualified professional, and shall include front, side and rear elevations of any proposed structure.

J. Additional design requirements: All site plans shall be accompanied by a stormwater drainage plan prepared by a qualified engineer, and shall address the need for detention, if necessary, and pollution control.

All uses permitted under this Section shall provide a vegetative landscape buffer, to be determined by the Planning Commission during site plan review, between the use/buildings on the commercial site, and any parcel or lot zoned other than RAC, RAC2 or C. Such buffering shall apply to rear lot lines of the commercial site, and also to side lot lines behind the minimum front building setback lines, except where there is an immediately adjacent residential use that would require screening within the minimum front building setback line.

All uses permitted under this Section shall have a front building elevation, along all fronting roads, constructed of at least 50 percent nonmetal building materials and shall meet all other requirements of Section 7.15.

All external lighting shall be directed away from or screened from land zoned other than RAC, RAC2 or C, and away from any public right-of-way, and shall conform to requirements in Section 7.15.D.

Where noise is determined to be a probable off-site impact of a proposed use, a noise mitigation barrier of solid structure or earth berm, in addition to vegetative buffer, shall be designed as part of the site plan and constructed.

A deceleration and/or turn lane may be required at entrance of the commercial development if recommended by the Blount County Highway Department or the Tennessee Department of Transportation (TDOT). When a deceleration and/or turn lane is

proposed to be located off a state right-of-way, the deceleration and/or turn lane is subject to review and approval by the Tennessee Department of Transportation. When a deceleration and/or turn lane is proposed to be located off a county maintained right-of-way, the deceleration and/or turn lane is subject to review and approval by the Blount County Highway Department. Any required improvements for a deceleration and/or turn lane will be the responsibility of the developer.

K. Review on change of use.

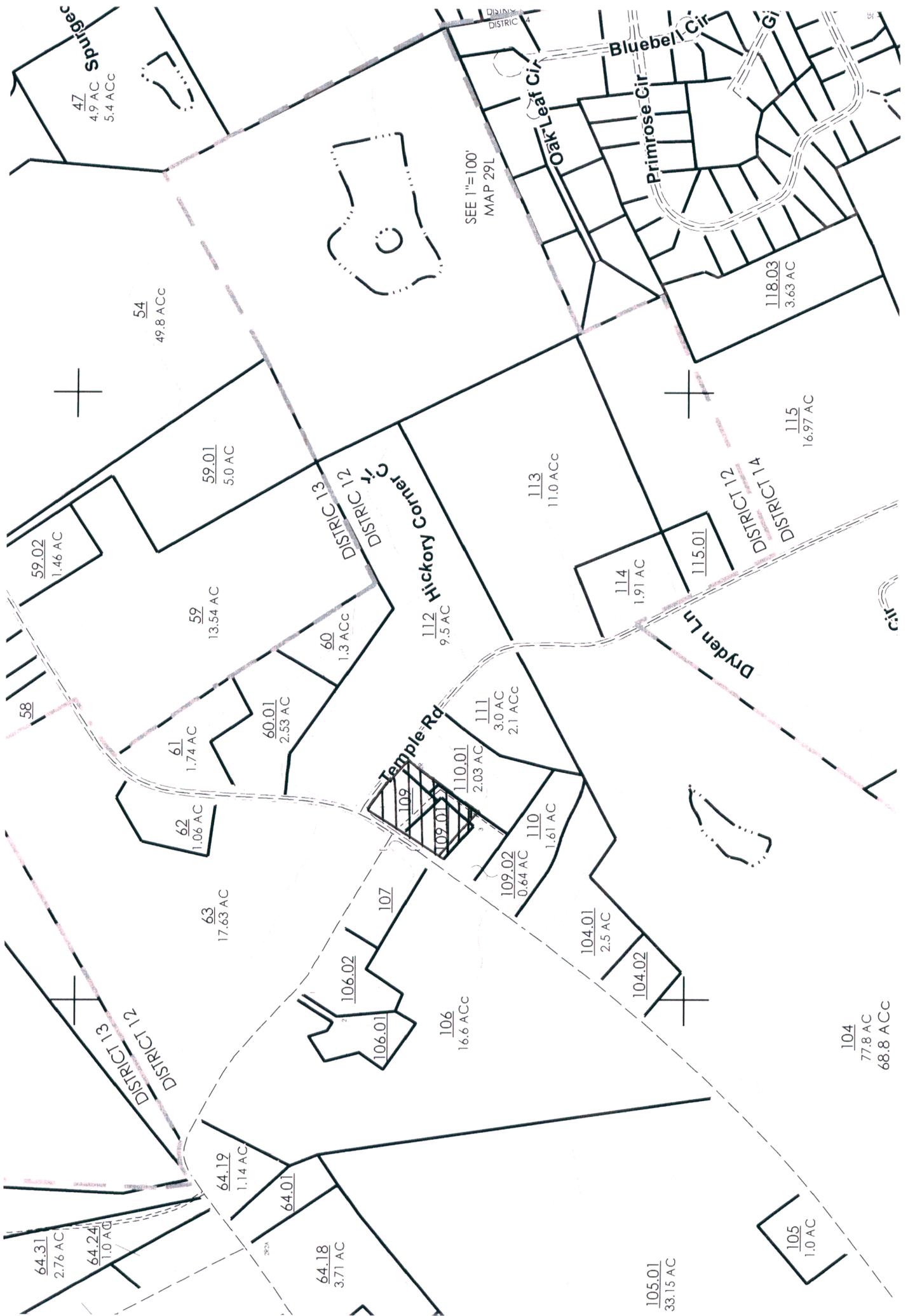
1. For any change of use to special exception use under provisions for change of use requiring Board of Zoning Appeals approval, the Board of Zoning Appeals shall have permit and review authority under provisions of these regulations.

2. For other change of use, excluding change to uses allowed in Section 9.2.A, a permit application for zoning compliance shall be submitted, to be reviewed by the Building Commissioner for conformity to requirements for the zone and any previously approved site plan. The Building Commissioner shall require information on the application sufficient for determination of zoning compliance, and certification of zoning compliance in writing shall be considered as approval of the permit for change of use.

3. Notwithstanding subsection 2 above, upon determination by the Building Commissioner that a use will be of greater impact or will require new or changed site design elements upon change of use, the Building Commissioner shall require a new permit application and site plan to be reviewed by the Planning Commission as a new permit for that change of use.

4. All changes of use under this subsection shall require new permit application and charged fees as such





**RESOLUTION No. 15-09-003**

**Sponsored by Commissioners Ron French and Brad Bowers**

**A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-2(Rural District 2) to R-1(Rural District 1) for property located at 830 Lequire Road, the property is identified on tax map 106, parcel 003.00.**

**BE IT RESOLVED**, by the Board of Commissioners of Blount County, Tennessee, in session assembled this 17<sup>th</sup> day of September, 2015:

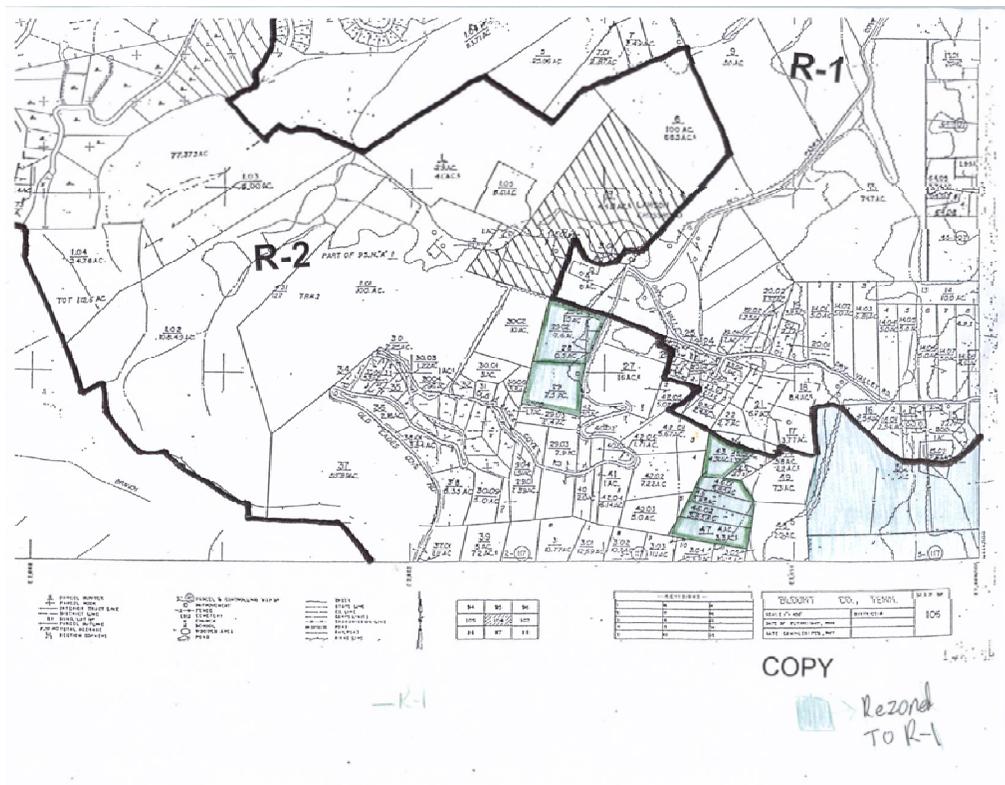
**WHEREAS**, the legislature of the State of Tennessee has enabled Blount County to adopt and amend zoning regulations, including a zoning map, in Tennessee Code Annotated Section 13-7-101, *et seq.*, and

**WHEREAS**, the Board of Commissioners of Blount County, Tennessee adopted zoning regulations, including the Zoning Map of Blount County, Tennessee in Resolution 00-06-010 **A RESOLUTION ADOPTING ZONING IN BLOUNT COUNTY PURSUANT TO SECTIONS 13-7-101, ET SEQ., OF THE TENNESSEE CODE ANNOTATED**, and

**WHEREAS**, it is desired to amend the Zoning Map of Blount County, Tennessee.

**NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF BLOUNT COUNTY, TENNESSEE**, to adopt the following:

**A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-2(Rural District 2) to R-1(Rural District 1) for property located at 830 Lequire Road, the property is identified on tax map 106, parcel 003.00, shown hatched on the following map.**



**BE IT FURTHER RESOLVED THAT THIS RESOLUTION SHALL BE IN FORCE AND BECOME EFFECTIVE UPON ITS ADOPTION, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

**ATTEST**

\_\_\_\_\_  
Commission Chairman

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

\_\_\_\_\_  
County Mayor

\_\_\_\_\_  
Date

# Memo

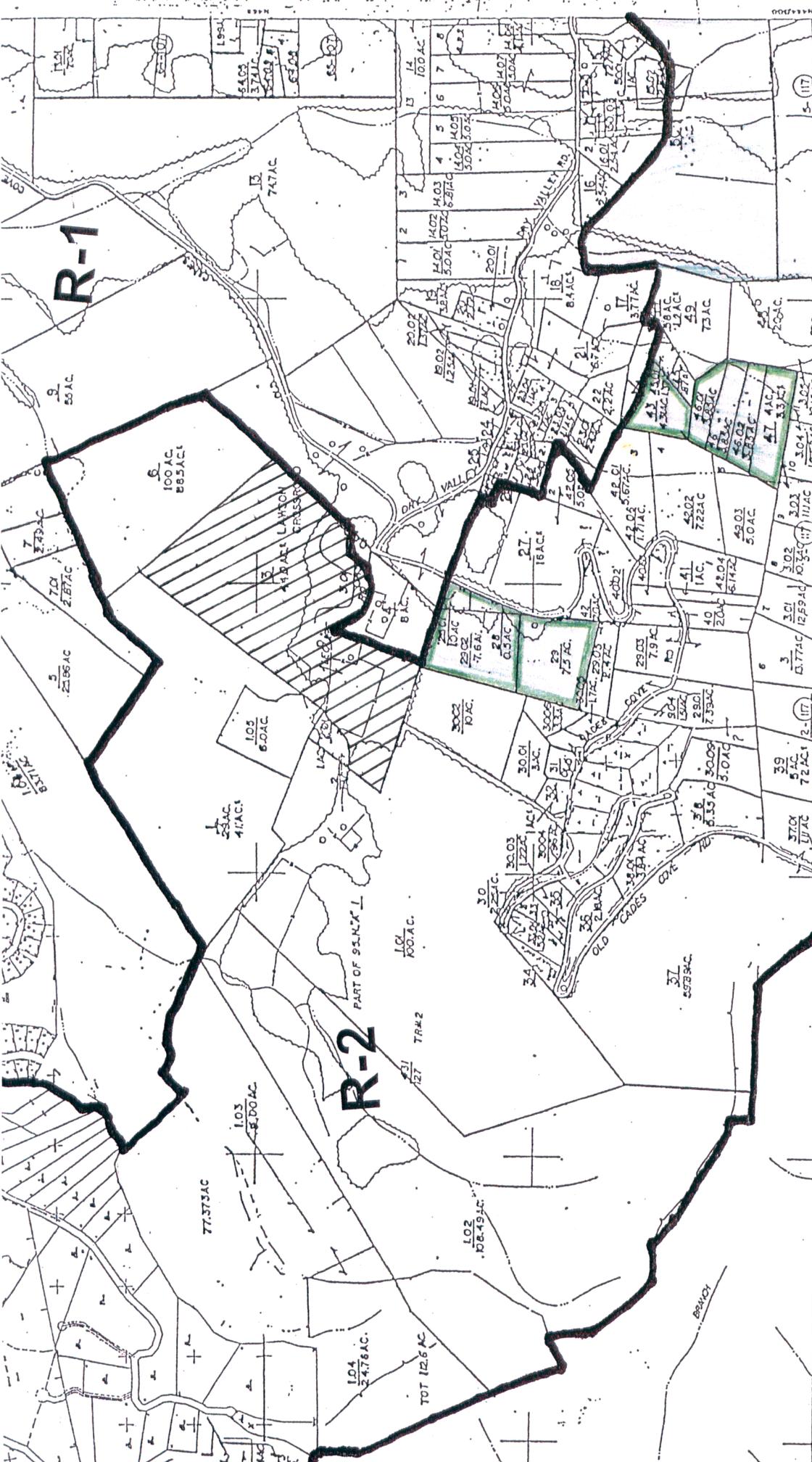
**To:** Blount County Planning Commission  
**From:** Building Commissioner  
**CC:** Other planning commissioner members and staff  
**Date:** 7/15/2015  
**Re:** Rezoning Request at 830 Lequire Road.

---

**Background:**

The applicant is requesting that their property at 830 Lequire Road be rezoned from R-2 (Rural District 2) to R-1 (Rural District 1). The property is identified on tax map 106 parcel 003.00 and is approximately 44 acres.

The applicant has acquired this property by way of will. That will actually divides this property into three parcels, two that are approximately 5 acres a piece and are located on one side of Lequire Road, and the remaining 34 acres on the opposite side of Lequire Road. The applicant originally just wanted to rezone the two 5 acre tracts, but upon my review of the property the slope of this parcel does not meet or exceed the 30% that is used to establish the R-2 zoning classification. I explained this to the applicant and they would like to pursue rezoning the complete 44 acres. I do not have separate parcel numbers for the lots that were created by will, but is still shown as one complete parcel. I have hatched the property hatched on the maps included in this report. I have also indicated the approximate location of the property line created by will. This property does abut properties that are currently zoned R-1.



R-1

R-2

BLOUNT	CO., TENN.	MAP #
SCALE 1" = 40'	DISTRICT	106
DATE OF PLATING	DATE	
DATE COMPLETED	DATE	

REVISIONS	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

34	35	36
105	106	107
37	38	39

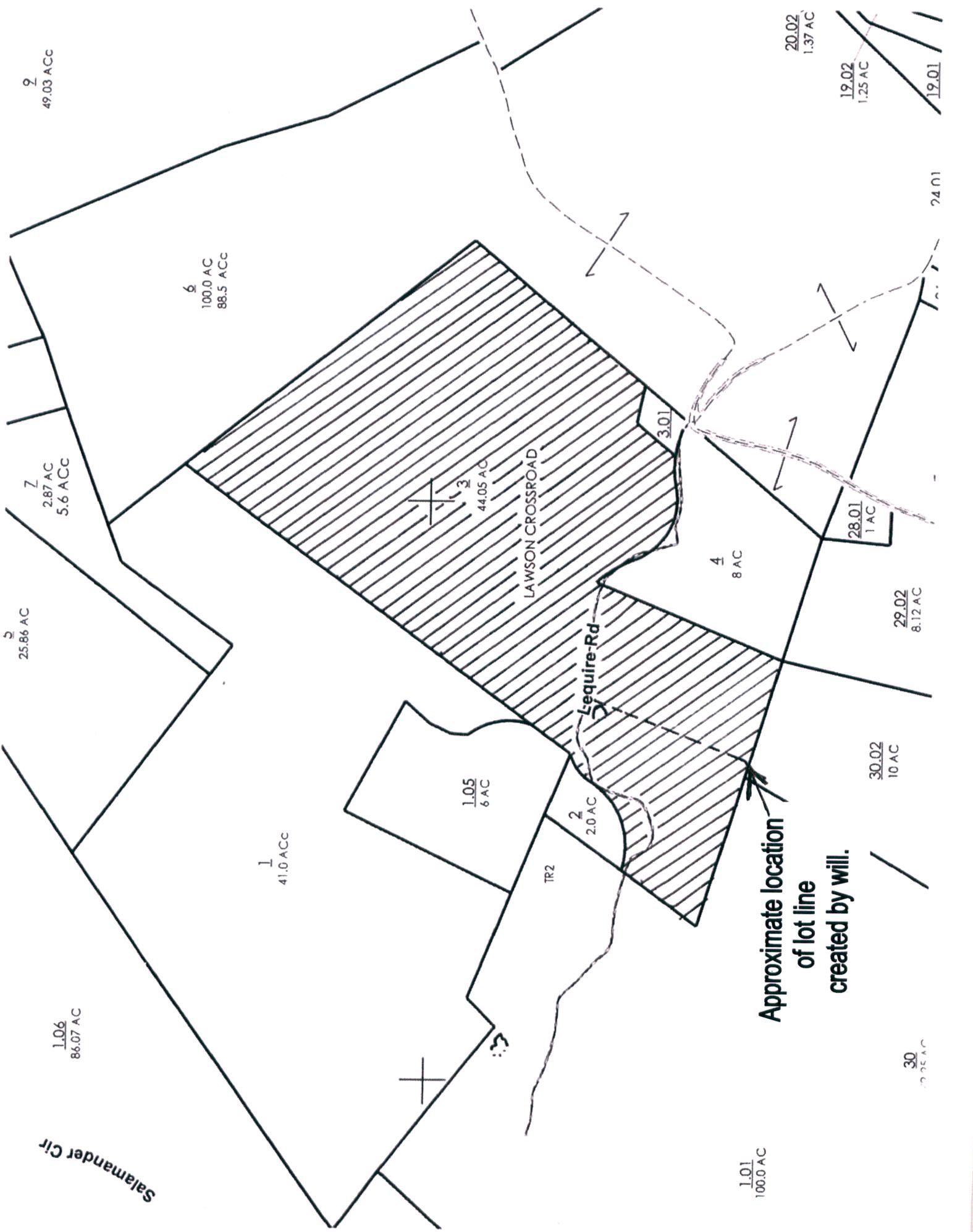
- 1. PARCEL NUMBER
- 2. REPRODUCTION
- 3. DISTRICT LINE
- 4. SECTION LINE
- 5. COUNTY
- 6. TOWNSHIP LINE
- 7. RANGE
- 8. SECTION CORNER
- 9. ROAD
- 10. BRIDGE
- 11. FENCE
- 12. EASEMENT
- 13. EJECTMENT
- 14. ENCUMBRANCE
- 15. EASEMENT
- 16. EJECTMENT
- 17. ENCUMBRANCE
- 18. EASEMENT
- 19. EJECTMENT
- 20. ENCUMBRANCE

- 21. FENCE
- 22. BRIDGE
- 23. ROAD
- 24. BRIDGE
- 25. ROAD
- 26. BRIDGE
- 27. ROAD
- 28. BRIDGE
- 29. ROAD
- 30. BRIDGE
- 31. ROAD
- 32. BRIDGE
- 33. ROAD
- 34. BRIDGE
- 35. ROAD
- 36. BRIDGE
- 37. ROAD
- 38. BRIDGE
- 39. ROAD
- 40. BRIDGE

COPY

Record  
TO R-1

R-1



Approximate location  
of lot line  
created by will.

**AGENDA**  
**BOARD OF COMMISSIONERS AGENDA COMMITTEE MEETING**  
**TUESDAY, SEPTEMBER 8, 2015, 6:30 P.M.**  
**Room 430, Blount County Courthouse**

- A. ROLL CALL.**
- B. ELECTION OF AGENDA COMMITTEE CHAIRMAN.**
- C. ELECTION OF AGENDA COMMITTEE VICE CHAIRMAN.**
- D. SETTING OF AGENDA.**
- E. PUBLIC INPUT ON ITEMS ON THE AGENDA.**
- F. APPROVAL OF AGENDA COMMITTEE MINUTES:**
  - 1. August 11, 2015 meeting.
- G. ITEMS FOR CONSENT CALENDAR:**
  - 1. Minutes:
    - a. August 20, 2015 meeting.
  - 2. Approval of Deputy Sheriff and Notary Public bonds and oaths.
  - 3. Election of Notaries.
  - 4. Appointments.
    - a. Board of Zoning Appeals – Bruce Damrow. (Jerome Moon)
- H. UNFINISHED BUSINESS:**
- I. NEW BUSINESS:**
  - 1. Placement on Commission agenda of the election of Commission Chairman.
  - 2. Placement on Commission agenda of the election of Commission Chairman Pro Tempore.
  - 3. Placement on Commission agenda of election of Commission Parliamentarian.
  - 4. Elections, Appointments, Confirmations:
    - a. Animal Center Advisory Board – Mike Akard, Archie Archer, Rick Carver, Kenneth Melton, Steve Samples,. (County Mayor)
    - b. Beer Board – Archie Archer, Shawn Carter, Grady Caskey, Jamie Daly, Rick Carver, Gary Farmer, Ron French, Kenneth Melton, Steve Samples.
    - c. Blount County Corrections Partnership –Rick Carver, Mike Caylor, Jeff Headrick, Tona Monroe, John Adams (Sheriff’s Office Representative), Jeff French (Sheriff’s Office Representative), Randy Vineyard – Ex Officio, Judge Tammy Harrington – Ex Officio, Judge Michael Gallegos – Ex Officio.
    - d. Education Committee – Mike Akard, Brad Bowers, Shawn Carter, Grady Caskey, Dodd Crowe, Jamie Daly, Ron French, Karen Miller, Tom Stinnett.
    - e. Human Resources/Insurance Committee – Grady Caskey, Mike Caylor, Vacancy, Mike Lewis, Tom Stinnett, Bill Dunlap, James Berrong, *Phyllis Crisp (County Mayor appointment)*, David Murrell, Ed Mitchell.
    - f. Information Technology Committee –Rick Carver, Mike Lewis, Tona Monroe, Jimmy Cox (Highway Representative), Mike Cain (IT Interim), Roy Crawford, Jr., Scott Graves, John Herron (School Representative) Keith Hackney (Sheriff’s Office Representative) Ed Mitchell.
    - g. Audit Committee.

- h. Emergency Medical Services Board.
- 5. Budget Transfers.
- 6. Budget Increases.
- 7. Other Budget Items.
- 8. A resolution to amend the zoning map of Blount County, Tennessee, from R-1(Rural District 1) to RAC-2 (Rural Arterial Commercial District 2) for property located at 4560 Sevierville Road at the intersection with Temple Road, the property is identified on tax map 029, parcels 109.00, part of 109.01, part of 109.02, and part of parcel 110.01. (Ron French)
- 9. A resolution to amend the zoning map of Blount County, Tennessee, from R-2 (Rural District 2) to R-1 (Rural District 1) for property located at 830 Lequire Road, the property is identified on tax map 106, parcel 003.00. (Ron French)
- 10. A resolution to adopt a benefit plan design and premium structure for Blount County employees and retirees effective January 1, 2016. (Mike Lewis)
- 11. A resolution to establish plan design changes and premium structures for Blount County Retiree Insurance. (Mike Lewis)
- 12. A resolution to authorize the Human Resources Director to initiate an audit on all medical insurance claims processed by Humana for the past 2 years. (Mike Lewis)

**J. ANNOUNCEMENTS AND STATEMENTS.**

**K. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA.**

**L. ADJOURNMENT.**



**STATE OF TENNESSEE  
COUNTY OF BLOUNT**

**BE IT REMEMBERED** that a meeting of the Agenda Committee of the Blount County Board of Commissioners was held on Tuesday, August 11, 2015 at 6:30 pm at the courthouse in Maryville, Tennessee.

Roll call was taken by Roy Crawford, Jr., County Clerk:

Mike Akard - present	Mike Caylor - present	Mike Lewis - present
Andy Allen - present	Thomas Cole - present	Kenneth Melton - present
Archie Archer - present	Dodd Crowe - present	Karen Miller - present
Brad Bowers - present	Jamie Daly - present	Tona Monroe - absent
Shawn Carter - absent	Gary Farmer - present	Jerome Moon - present
Rick Carver - present	Ron French - present	Steve Samples - present
Grady Caskey - present	Jeff Headrick - present	Tom Stinnett - present

There were 19 present and 2 absent. Commissioner Monroe arrived after the roll was taken. Chairman Samples declared a quorum to exist. The following proceedings were held to-wit:

**IN RE: SETTING OF AGENDA.**

Commissioner Lewis made a motion to set the agenda. Commissioner Carver seconded the motion.

Commissioner Moon asked for unanimous consent to not take up Resolution 15-07-003 and take up Resolution 15-08-003. Chairman Samples stated that without objection Resolution 15-07-003 is deleted and it will be replaced for consideration by Resolution 15-08-003.

A vote was taken on the motion with the change:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - absent	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - absent	

There were 19 voting yes, 0 voting no, 0 abstaining, and 2 absent. Chairman Samples declared the motion to have passed.

**IN RE: MINUTES OF JULY 7, 2015 MEETING.**

Commissioner Carver made a motion to approve the minutes. Commissioner Headrick seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - absent	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - absent	

There were 19 voting yes, 0 voting no, 0 abstaining, and 2 absent. Chairman Samples declared the motion to have passed.

**IN RE: CONSENT CALENDAR:**

**MINUTES OF JULY 16, 2015 MEETING**

**APPROVAL OF DEPUTY SHERIFF AND NOTARY PUBLIC BONDS AND OATHS**

**ELECTION OF NOTARIES**

**APPOINTMENTS:**

**PUBLIC BUILDING AUTHORITY (BOB KIDD, ABBE EVANS)**

**BOARD OF CONSTRUCTION APPEALS (JEFF FLETCHER, ALTERNATE; JUSTIN FLYNN)**

**BLOUNT COUNTY PURCHASING AGENT – KATIE BRANHAM.**

Commissioner Melton made a motion to change the terms of office for the Board of Construction Appeals from 3 year terms to 5 year terms and send the items to the consent calendar of the August County Commission meeting. Commissioner Carver seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - absent	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - absent	

There were 19 voting yes, 0 voting no, 0 abstaining, and 2 absent. Chairman Samples declared the motion to have passed.

**IN RE: RESOLUTION TO AMEND THE GENERAL FUND BUDGET - \$109,852.23.**

Commissioner Moon made a motion to send the item to the agenda of the August County Commission meeting. Commissioner Lewis seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - absent	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - absent	

There were 19 voting yes, 0 voting no, 0 abstaining, and 2 absent. Chairman Samples declared the motion to have passed.

**IN RE: RESOLUTION TO AUTHORIZE THE FINANCE DIRECTOR TO ENGAGE PFM (PUBLIC FINANCIAL MANAGEMENT, INC) TO PROVIDE ANALYSIS RELATED TO THE SERIES 2013B BONDS.**

Commissioner French made a motion to send the item to the agenda of the August County Commission meeting. Commissioner Caskey seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - absent	Daly - yes	Miller - no	
Carver - yes	Farmer - yes	Monroe - absent	

There were 18 voting yes, 1 voting no, 0 abstaining, and 2 absent. Chairman Samples declared the motion to have passed.

**IN RE: RESOLUTION TO AUTHORIZE THE MAYOR TO EXECUTE THE MEMORANDUM OF UNDERSTANDING FOR THE SMOKY MOUNTAIN AIR SHOW.**

Commissioner Headrick made a motion to send the item to the agenda of the August County Commission meeting. Commissioner Carver seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - absent	Daly - yes	Miller - no	
Carver - yes	Farmer - yes	Monroe - absent	

There were 18 voting yes, 1 voting no, 0 abstaining, and 2 absent. Chairman Samples declared the motion to have passed.

**IN RE: A RESOLUTION TO ESTABLISH AN AUDIT COMMITTEE FOR BLOUNT COUNTY.**

Commissioner Moon made a motion to send the item to the agenda of the August County Commission meeting. Commissioner Caskey seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - no	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - absent	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - absent	

There were 18 voting yes, 1 voting no, 0 abstaining, and 2 absent. Chairman Samples declared the motion to have passed.

**IN RE: A RESOLUTION TO IMPLEMENT THE RECOMMENDED EMPLOYEE INSURANCE VENDORS FOR BLOUNT COUNTY GOVERNMENT.**

Commissioner Lewis made a motion to send the item to the agenda of the August County Commission meeting. Commissioner Carver seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - absent	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - absent	

There were 19 voting yes, 0 voting no, 0 abstaining, and 2 absent. Chairman Samples declared the motion to have passed.

**IN RE: RESOLUTION OF THE BLOUNT COUNTY LEGISLATIVE BODY ESTABLISHING AN EMERGENCY MEDICAL SERVICES BOARD FOR BLOUNT COUNTY, TN.**

Commissioner French made a motion to send the item to the agenda of the August County Commission meeting. Commissioner Caylor seconded the motion.

Commissioner Moon made a motion to amend to item 3.1, 3.2, 3.3 and 3.4 to strike the words “or their designee.” for each item. Commissioner Akard seconded the motion.

A vote was taken on the motion to amend:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - absent	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - yes	

There were 20 voting yes, 0 voting no, 0 abstaining, and 1 absent. Chairman Samples declared the motion to amend to have passed.

Commissioner Caylor made a motion to amend to add under item 3 the following members: the Chief of the Maryville Police Department and the Chief of the Alcoa Police Department. Commissioner Moon seconded the motion.

A vote was taken on the motion to amend:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - absent	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - yes	

There were 20 voting yes, 0 voting no, 0 abstaining, and 1 absent. Chairman Samples declared the motion to amend to have passed.

Commissioner Farmer made a motion to amend to add item 4. To read “The Blount County Emergency Medical Services Board shall be chaired by the Blount County Emergency Services Coordinator who will only vote to break a tie”. Commissioner French seconded the motion.

A vote was taken on the motion to amend:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - absent	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - yes	

There were 20 voting yes, 0 voting no, 0 abstaining, and 1 absent. Chairman Samples declared the motion to amend to have passed.

A vote was taken on the original motion as amended:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - absent	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - yes	

There were 20 voting yes, 0 voting no, 0 abstaining, and 1 absent. Chairman Samples declared the motion to have passed.

**IN RE: SETTING OF PUBLIC HEARING FOR REQUEST TO REZONE PROPERTY LOCATED AT 4560 SEVIERVILLE ROAD FROM R-1(RURAL DISTRICT 1) TO RAC-2 (RURAL ARTERIAL COMMERCIAL 2) and SETTING OF PUBLIC HEARING FOR REQUEST TO REZONE PROPERTY LOCATED AT 830 LEQUIRE ROAD FROM R-2 (RURAL DISTRICT 2) TO R-1 (RURAL DISTRICT 1).**

Commissioner Carver made a motion to send the items to the agenda of the August County Commission meeting to set the public hearings for September 8, 2015 at 6:00 for item A and 6:15 pm for item B. Commissioner Headrick seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - absent	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - yes	

There were 20 voting yes, 0 voting no, 0 abstaining, and 1 absent. Chairman Samples declared the motion to have passed.

**IN RE: ADJOURNMENT.**

Chairman Samples declared the meeting to be adjourned.



**STATE OF TENNESSEE  
COUNTY OF BLOUNT**

**BE IT REMEMBERED** that a meeting of the Blount County Board of Commissioners was held on Thursday, August 20, 2015 at 7:00 pm at the courthouse in Maryville, Tennessee.

Roll call was taken by Roy Crawford, Jr., County Clerk:

Mike Akard - present	Mike Caylor - present	Mike Lewis - present
Andy Allen - present	Thomas Cole - present	Kenneth Melton - present
Archie Archer - present	Dodd Crowe - present	Karen Miller - present
Brad Bowers - present	Jamie Daly - present	Tona Monroe - present
Shawn Carter - present	Gary Farmer - present	Jerome Moon - present
Rick Carver - present	Ron French - present	Steve Samples - present
Grady Caskey - present	Jeff Headrick - present	Tom Stinnett - present

There were 21 present and 0 absent. Chairman Moon declared a quorum to exist. The following proceedings were held to-wit:

**IN RE: SETTING OF AGENDA.**

Commissioner Lewis made a motion to set the agenda. Commissioner Carver seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - yes	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - yes	

There were 21 voting yes, 0 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the motion to have passed.

**IN RE: CONSENT CALENDAR:  
MINUTES OF JULY 16, 2015 MEETING  
APPROVAL OF DEPUTY SHERIFF AND NOTARY PUBLIC BONDS AND OATHS  
ELECTION OF NOTARIES  
APPOINTMENT OF BOB KIDD AND ABBE EVANS TO THE PUBLIC BUILDING AUTHORITY  
APPOINTMENT OF JUSTIN FLYNN AND JEFF FLETCHER, ALTERNATE TO THE BOARD  
OF CONSTRUCTION APPEALS  
APPOINTMENT OF KATIE BRANHAM AS BLOUNT COUNTY PURCHASING AGENT.**

Commissioner Samples made a motion to approve the consent calendar. Commissioner Carver seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - yes	Daly - yes	Miller - no	
Carver - yes	Farmer - yes	Monroe - no	

There were 19 voting yes, 2 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the consent calendar to be adopted.

**IN RE: RESOLUTION TO AMEND THE GENERAL FUND BUDGET - \$109,852.23.**

Commissioner Carter made a motion to adopt the resolution. Commissioner Lewis seconded the motion.

A vote was taken on the motion:

Akard - yes	Bowers - yes	Caskey - yes	Crowe - yes
Allen - yes	Carter - yes	Caylor - yes	Daly - yes
Archer - yes	Carver - yes	Cole - yes	Farmer - yes

French - yes	Melton - yes	Moon - yes
Headrick - yes	Miller - yes	Samples - yes
Lewis - yes	Monroe - yes	Stinnett - yes

There were 21 voting yes, 0 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

**IN RE: RESOLUTION TO AUTHORIZE THE FINANCE DIRECTOR TO ENGAGE PFM (PUBLIC FINANCIAL MANAGEMENT, INC) TO PROVIDE ANALYSIS RELATED TO THE SERIES 2013B BONDS.**

Commissioner Crowe made a motion to adopt the resolution. Commissioner French seconded the motion.

Commissioner Monroe made a motion to amend the resolution under "Now Be It Resolved" after "\$9,000" to read "Once the ideal option has been determined, PFM will prepare a presentation with available options to be delivered at a County Commission workshop to be scheduled in October, 2015." Commissioner Miller seconded the motion.

Commissioner Farmer made a motion for previous question on all pending motions. Commissioner Samples seconded the call.

A vote was taken on the call for the motion for previous question on all pending motions:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - no	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - yes	Daly - yes	Miller - no	
Carver - yes	Farmer - yes	Monroe - no	

There were 18 voting yes, 3 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the motion for previous question on all previous motions to be approved.

A vote was taken on the motion to amend:

Akard - yes	Caskey - no	French - no	Moon - no
Allen - no	Caylor - no	Headrick - no	Samples - no
Archer - no	Cole - no	Lewis - no	Stinnett - no
Bowers - no	Crowe - no	Melton - no	
Carter - no	Daly - yes	Miller - yes	
Carver - no	Farmer - no	Monroe - yes	

There were 4 voting yes, 17 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the motion to amend to have failed.

A vote was taken on the original motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - yes	Daly - yes	Miller - no	
Carver - yes	Farmer - yes	Monroe - no	

There were 19 voting yes, 2 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

**IN RE: RESOLUTION TO AUTHORIZE THE MAYOR TO EXECUTE THE MEMORANDUM OF UNDERSTANDING FOR THE SMOKY MOUNTAIN AIR SHOW.**

Commissioner Headrick made a motion to adopt the resolution. Commissioner Melton seconded the motion.

Commissioner Monroe made a motion to refer the resolution to the Smoky Mountain Tourism Development Authority. Commissioner Miller seconded the motion.

A vote was taken on the motion to refer:

Akard - yes	Carter - yes	Cole - yes	French - no
Allen - no	Carver - no	Crowe - no	Headrick - no
Archer - yes	Caskey - no	Daly - yes	Lewis - no
Bowers - no	Caylor - no	Farmer - no	Melton - no

Miller - yes                      Moon - no                      Stinnett - no  
 Monroe - yes                      Samples - no

There were 7 voting yes, 14 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the motion to refer to have failed.

A vote was taken on the original motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - no	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - yes	Daly - yes	Miller - no	
Carver - yes	Farmer - yes	Monroe - no	

There were 18 voting yes, 3 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

**IN RE: A RESOLUTION TO ESTABLISH AN AUDIT COMMITTEE FOR BLOUNT COUNTY.**

Commissioner Caskey made a motion to adopt the resolution. Commissioner Carter seconded the motion.

Commissioner Akard made a motion to amend section 2 to read "The Audit Committee will consist of 7 members comprised of 4 members of the Blount County Commission who are not Budget Committee nor Purchasing Commission members and 3 citizens appointed by the County Commissioners. Commissioner Monroe seconded the motion.

A vote was taken on the motion to amend:

Akard - yes	Caskey - no	French - yes	Moon - no
Allen - no	Caylor - no	Headrick - no	Samples - no
Archer - yes	Cole - no	Lewis - no	Stinnett - no
Bowers - no	Crowe - no	Melton - no	
Carter - no	Daly - yes	Miller - yes	
Carver - no	Farmer - no	Monroe - yes	

There were 6 voting yes, 15 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the motion to amend to have failed.

A vote was taken on the original motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - no	Cole - yes	Lewis - yes	Stinnett - no
Bowers - yes	Crowe - yes	Melton - yes	
Carter - yes	Daly - yes	Miller - no	
Carver - yes	Farmer - no	Monroe - yes	

There were 17 voting yes, 4 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

**IN RE: A RESOLUTION TO IMPLEMENT THE RECOMMENDED EMPLOYEE INSURANCE VENDORS FOR BLOUNT COUNTY GOVERNMENT.**

Commissioner Farmer made a motion to adopt the resolution. Commissioner Caylor seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - yes	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - yes	

There were 21 voting yes, 0 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

**IN RE: RESOLUTION OF THE BLOUNT COUNTY LEGISLATIVE BODY ESTABLISHING AN EMERGENCY MEDICAL SERVICES BOARD FOR BLOUNT COUNTY, TN.**

Commissioner Samples made a motion to adopt the resolution. Commissioner Carver seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - yes	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - yes	

There were 21 voting yes, 0 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

**IN RE: SETTING OF PUBLIC HEARING FOR SEPTEMBER 8, 2015 AT 6:00 PM REGARDING REQUEST TO REZONE PROPERTY LOCATED AT 4560 SEVIERVILLE ROAD FROM R-1(RURAL DISTRICT 1) TO RAC-2 (RURAL ARTERIAL COMMERCIAL 2).**

Commissioner Bowers made a motion to set the public hearing for September 8, 2015 at 6:00 pm. Commissioner Carver seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - yes	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - yes	

There were 21 voting yes, 0 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the public hearing to be set.

**IN RE: SETTING OF PUBLIC HEARING FOR SEPTEMBER 8, 2015 AT 6:15 PM REGARDING REQUEST TO REZONE PROPERTY LOCATED AT 830 LEQUIRE ROAD FROM R-2 (RURAL DISTRICT 2) TO R-1 (RURAL DISTRICT 1).**

Commissioner Farmer made a motion to set the public hearing for September 8, 2015 at 6:15 pm. Commissioner Samples seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - yes	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - yes	

There were 21 voting yes, 0 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

**IN RE: ADJOURNMENT.**

Chairman Moon declared the meeting to be adjourned.

other provisions, regulations, conditions or requirements beyond the provisions and regulations contained in this Resolution. Notwithstanding any other provisions in this Resolution, the Planning Commission may, at its discretion when reviewing and approving site plans, require buffering along side and rear lot lines in the form of solid fencing and/or vegetative growth, for any use other than single family residential use that bounds a residential use or platted residential lot. In acting as an administrative review panel, the Planning Commission shall have all building permit powers of the Building Commissioner, such that an approval of a site plan shall constitute also an approval of a building permit for such site plan. The site plan shall be submitted to the Building Commissioner for forwarding to the Planning Commission at least fifteen calendar days prior to consideration at a regular or special called meeting of the Planning Commission. The Building Commissioner shall review any site plan before the Planning Commission and shall make recommendation for approval or denial with analysis and reasons for such recommendation. The decisions of the Planning Commission shall be by majority vote of the quorum present. The decisions of the Planning Commission shall be entered in the minutes of the Commission, and any denial of a site plan shall state the reasons for denial.

## **Article 11. BOARD OF ZONING APPEALS.**

**Section 11.1. Creation and Membership.** In accordance with Tennessee Code Annotated 13-7-106, the Blount County Board of Zoning Appeals, referred to elsewhere in this Resolution as Board of Zoning Appeals or Board, is hereby created with five regular members. The County Legislative Body shall appoint regular members of the Board. The terms of each regular member shall be five years, provided that the first appointments upon adoption of this Resolution shall be for staggered terms of one, two, three, four, and five years such that the term of one regular member shall expire each year thereafter. Regular members may be appointed for successive terms. Vacancies for regular members shall be filled for unexpired terms in the same manner as in the case of original appointments. The County Legislative Body may appoint and designate associate members of the Board. Such associate members are authorized to sit and act in the stead for any regular member who is temporarily unable to act owing to absence from the county, illness, interest in a case before the Board, or other cause. The term of such associate members shall be for the specific time period that a regular member is temporarily unable to act. The County Legislative Body may remove any member of the Board for cause upon written charges and after a public hearing, causes to include but not limited to absence from any three consecutive meetings of the Board, or absence from more than five meetings of the Board within any twelve calendar months.

**Section 11.2. Rules and Procedures.** The Board of Zoning Appeals shall elect a Chairman and a Secretary from among the regular members, such Chairman and Secretary to serve for one year terms, and may be elected to successive terms. The Chairman is authorized to call a meeting of the Board for action as needed. All meetings of the Board shall be open to the public. In the absence of the Chairman, a quorum of the Board may elect a temporary Chairman to conduct business. A quorum of the Board shall consist of no less than three regular or associate members. Minutes of meetings shall be kept, reporting the members in attendance, reporting records and evidence and testimony used in determining a decision, and reporting the vote of each member for each action. The Secretary shall certify minutes and actions of the Board. The Building Commissioner shall maintain minutes and records for the Board. The Board may adopt By-Laws being such other supplemental rules of procedure necessary for proper functioning of the Board, not inconsistent with other provisions in this Resolution and not inconsistent with state statutes.

**BOARD OF ZONING APPEALS**  
(TERMS - 5 YEARS)  
Blount County Article 11.1 and T.C.A.13-7-106

Name                      Term Expires

Bruce Damrow                      9/16/15  
(APPT. 02/16/12)                      (Jim Melton appt. 9/16/10 - resigned 1/30/12)

Rob Walker                                      8/20/14

Stanley Headrick                              9/19/18

Brian King (Appt. 6/19/14)                      8/16/17

Larry Chesney (Appt.8/18/11)8/18/16

**Associates:**

Don Munson (Appointed 02/21/13) Term expires 2/21/18 (RESIGNED 4/4/13)  
Joe Everett – appt. 9/19/13

**CONTACT – Jerome Moon, Chairman, Blount County Commission – 865-273-5830**

## **BRUCE D. DAMROW**

Bruce motivates trains and inspires all level of management and leadership both nationally and internationally. He delivers thought provoking and solution based seminars and involves his audiences in proactive critical thinking approaches to all aspects of management and leadership. His 30 plus years as an Air Force member garnered such capstones as the establishment of 18 Leadership Schools nation-wide for the Air National Guard and the training of over 165 instructors to staff those schools. This accredited program prepares military members for advanced leadership and management positions. He authored and published two Leadership and Management distributive learning courses used by over 20,000 students annually and two communication skill programs utilized by over 15,000 entry level, mid-level and executive level management personnel. As a former faculty member of Air University, he has instructed, lectured, taught and wrote curriculum for four levels of Air Force Leadership schools. His expertise in adult education and training includes such areas as effective communication skills, time management, organizational behavior, transactional analyses, change management, project management and conflict resolution and all areas of leadership and management. His list of clients; fortune 300 and 500 companies include, but not limited to: TRW, DENSO, Newell Rubbermaid, aircraft modification companies, trailer manufacturing facilities, power production companies, oil fracking and distribution organizations, power distribution and delivery associations, medical management organizations and the military organizations of Saudi Arabia, Canada and Bosnia-Herzegovina. He has additional experience working in the agri-business and services industries.

Holds a Bachelor and Masters degree in Education

ISO Certification

Quality Certification

Alcoa Kiwanis past president

Alcoa Stormwater Board

Clayton Center for the Arts Board member, past Chairmen

## **BOARDS AND COMMITTEES – September 17, 2015**

### **Animal Center Advisory Board – Commissioners appointed by County Mayor**

Mike Akard .....County Commissioner – term expires 9/2016  
Archie Archer.....County Commissioner- term expires 9/2016  
Steve Samples .....County Commissioner- term expires 9/2016  
Rick Carver .....County Commissioner – term expires 9/2016  
Kenneth Melton .....County Commissioner – term expires 9/2016  
3 members SMACF  
1 Practicing/Retired Veterinarian Recommended by SMACF approved CLB  
1 Blount County Animal Rescue Member Recommended SMACF appr.CLB

### **Beer Board – Statutory – Terms to be determined**

Archie Archer.....County Commissioner  
Rick Carver .....County Commissioner  
Grady Caskey .....County Commissioner  
Shawn Carter.....County Commissioner  
Jamie Daly .....County Commissioner  
Gary Farmer .....County Commissioner  
Ron French.....County Commissioner  
Kenneth Melton .....County Commissioner  
Steve Samples .....County Commissioner

### **Blount County Corrections Partnership (formerly the Ad Hoc Committee to Study Jail Overcrowding) Terms expire 9/17/2016**

John Adams.....Sheriff’s Office Rep. - appt. 9/19/13  
Jeff French .....Sheriff’s Office Rep. - appt. 7/19/12  
Rick Carver .....Commissioner  
Mike Caylor .....Commissioner  
Tona Monroe.....Commissioner  
Jeff Headrick.....Commissioner  
Randy Vineyard .....Director of Accounts and Budgets Ex-Officio  
Judge Tammy Harrington .....Ex-Officio Non Voting  
Judge Michael Gallegos.....Ex-Officio Non Voting

### **Education Committee – Terms expire 9/17/2016**

Mike Akard .....County Commissioner  
Brad Bowers.....County Commissioner  
Shawn Carter.....County Commissioner  
Grady Caskey.....County Commissioner  
Dodd Crowe .....County Commissioner  
Jamie Daly .....County Commissioner  
Ron French.....County Commissioner  
Karen Miller.....County Commissioner  
Tom Stinnett.....County Commissioner

**Human Resources/Insurance Committee terms expire September 17, 2016**

Ed Mitchell.....County Mayor  
James Berrong.....Sheriff  
Bill Dunlap.....Highway Superintendent  
Phyllis Crisp.....Register of Deeds  
David Murrell.....Blount County Schools  
Grady Caskey.....County Commissioner  
Vacancy.....County Commissioner  
Tom Stinnett.....County Commissioner  
Mike Caylor.....County Commissioner  
Mike Lewis.....County Commissioner

**Information Technology Committee – Terms expire September 17, 2016**

John Herron .....School Department  
Roy Crawford, Jr.....County Clerk  
Ed Mitchell.....County Mayor  
Scott Graves.....County Trustee  
Keith Hackney .....Sheriff’s Office Representative  
Jimmy Cox .....Highway Department Representative  
Mike Cain.....Information Technology  
Richard Carver.....County Commissioner  
Mike Lewis.....County Commissioner  
Tona Monroe.....County Commissioner

**Audit Committee – Terms**

.....County Commissioner Term Expires 9/17/201\_  
.....County Commissioner Term Expires 9/17/201\_  
.....Citizen Term Expires 9/17/201\_  
.....Citizen Term Expires 9/17/201\_  
.....Citizen Term Expires 9/17/201\_

**Emergency Medical Services Board – Terms Expire – 9/17/2016**

.....County Commissioner District 7  
.....County Commissioner District 8  
.....County Commissioner District 9  
.....County Commissioner

The Chief of the City of Maryville Fire Department  
The Chief of the City of Alcoa Fire Department  
The Chief of the Blount County Fire Protection District  
The Blount County Sheriff  
One representative from Blount Memorial Hospital’s Emergency Department as designated by Blount Memorial Hospital  
The Blount County Emergency Medical Coordinator  
The Director of Blount County Emergency Management  
The Chief of Police of the City of Maryville  
The Chief of Police of the City of Alcoa



# BLOUNT COUNTY MAYOR

Ed Mitchell

341 Court Street, Maryville, TN 37804-5906

Phone: (865) 273-5700

Fax: (865) 273-5705

Email: emitchell@blounttn.org



TO: Blount County Commission

FROM: Ed Mitchell, Mayor

RE: Recommendations for Animal Center Advisory Board

DATE: August 31, 2015

For the consideration of the full commission, I am submitting my recommendation of the following names to be re-appointed to serve on the Animal Center Advisory Board:

Steve Samples  
Kenneth Melton  
Rick Carver  
Mike Akard  
Archie Archer

Graham – nay                      Kirby – absent                      Proffitt – nay  
Hargis – nay                      Lail – aye                      Ramsey – aye

There were 9 voting aye, 10 voting nay, and 2 absent. Chairman Ramsey declared the motion to have failed.

**IN RE: RESOLUTION AUTHORIZING THE LEASE UNDER TENNESSEE CODE ANNOTATED 7-51-904 OF AN OFFICE COPIER FOR GENERAL SESSIONS/CIRCUIT COURT, YOUTH SERVICE OFFICER AND JUVENILE CLERK OF BLOUNT COUNTY.**

Commissioner Farmer made a motion to approve the resolution. Commissioner Walker seconded the motion.

A voice vote was taken with Chairman Ramsey declaring the motion to have passed.

**IN RE: RESOLUTION AUTHORIZING SUBMISSION OF APPLICATION FOR LITTER AND TRASH COLLECTING GRANT FROM THE STATE OF TENNESSEE, DEPARTMENT OF TRANSPORTATION AND AUTHORIZING ACCEPTANCE OF THE GRANT.**

Commissioner Walker made a motion to approve the resolution. Commissioner Proffitt seconded the motion.

A voice vote was taken with Chairman Ramsey declaring the motion to have passed.

**IN RE: FORMATION OF ANIMAL CENTER ADVISORY BOARD.**

Commissioner Samples made a motion to form an Animal Center Advisory Board composed of 3 county commissioners nominated by the County Mayor and approved by the County Commission, 1 representative from the participating municipalities appointed by the city mayor, 3 members to be nominated by the Smoky Mountain Animal Care Foundation, 1 practicing Blount County veterinarian nominated by the Smoky Mountain Animal Care Foundation approved by County Commission, 1 member from one of the animal rescue groups in the county recommended by the Smoky Mountain Animal Care Foundation and approved by the County Commission. Commissioner Graham seconded the motion.

A voice vote was taken with Chairman Ramsey declaring the motion to have passed.

**IN RE: REPORTS.**

Commissioner Reeves made a motion to approve the reports. Commissioner French seconded the motion.

A voice vote was taken with Chairman Ramsey declaring the motion to have passed.

**IN RE: SETTING OF AGENDA.**

Commissioner Walker made a motion to set the agenda. Commissioner Farmer seconded the motion.

A voice vote was taken with Chairman Ramsey declaring the motion to have passed.

**IN RE: RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY, TENNESSEE, FROM R-1 TO COMMERCIAL FOR PROPERTY LOCATED AT THE CORNER OF MT. LUKE ROAD AND HIGHWAY 321, IDENTIFIED ON THE TAX MAP 95E-GROUP A – PARCEL 22 AND 23.**

Commissioner Helton made a motion to approve the resolution. Commissioner Farmer seconded the motion.

A voice vote was taken with Chairman Ramsey declaring the motion to have passed.

**IN RE: RESOLUTION TO AMEND THE ZONING RESOLUTION OF BLOUNT COUNTY, TENNESSEE, SECTION 9.1 I, 1) FOR THE ROAD FRONTAGE REQUIREMENTS FOR HIGH DENSITY MULTIFAMILY DEVELOPMENTS and RESOLUTION TO AMEND THE ZONING RESOLUTION OF BLOUNT COUNTY, TENNESSEE, SECTION 9.1 H AND 9.4 H TO CHANGE THE MAXIMUM HEIGHTS OF STRUCTURES IN THESE ZONES.**

Commissioner Graham made a motion to approve the resolutions. Commissioner Helton seconded the motion.

Commissioner Hargis made a motion to amend to change "and land serviced by public utility sewer" to "on land serviced by city sewer." Commissioner Walker seconded the motion.

RESOLUTION NO. 12-02-006

SPONSORED BY COMMISSIONERS  
STEVE SAMPLES, PEGGY LAMBERT, AND ROY GAMBLE

**A RESOLUTION INCREASING THE NUMBER OF COUNTY  
COMMISSIONERS SERVING ON THE ANIMAL CENTER ADVISORY BOARD  
FROM THREE COUNTY COMMISSIONERS TO FIVE COUNTY  
COMMISSIONERS**

WHEREAS, on May 17, 2007, the Blount County Board of Commissioners approved the establishment of a Blount County Animal Center Advisory Board; and

WHEREAS, since the formation of the Board, three County Commissioners have served on the Animal Center Advisory Board; and

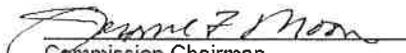
WHEREAS, the Blount County Board of Commissioners has expressed a desire to increase the number of County Commissioners serving on the Animal Center Advisory Board from three members to five members from the Blount County Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the Blount County Board of Commissioners meeting in regular session on this the 16<sup>th</sup> day of February, 2012, that the number of County Commissioners serving on the Blount County Animal Center Advisory Board shall be increased from three County Commissioners to five County Commissioners.

Duly authorized and approved the 16th day of February, 2012.

CERTIFICATION OF ACTION:

ATTEST:

  
Commission Chairman

  
County Clerk

Approved:

Vetoed:

  
County Mayor

2-22-12  
Date

1. **Animal Center Advisory Board** – Mike Akard, Archie Archer, **Rick Carver**, Kenneth Melton, Steve Samples, Chris Protzman(SMACF), Vacancy (SMACF), Vacancy (SMACF), (Veterinarian SMACF + Commission approval) (Animal Rescue Representative SMACF + Commission approval) Angie Holley (City of Louisville) and Carl Koella, III (City of Rockford).
2. **Beer Board** – Archie Archer, Richard Carver, Grady Caskey, Shawn Carter, Jamie Daly, Gary Farmer, **Ron French**, Kenneth Melton, Steve Samples.
3. **Education Committee** – Mike Akard, Brad Bowers, Shawn Carter, Grady Caskey, Dodd Crowe, Jamie Daly, **Ron French**, Karen Miller, Tom Stinnett.
4. **Human Resources/Insurance Committee** – County Mayor Ed Mitchell, James Berrong, Bill Dunlap, Grady Caskey, Mike Caylor, VACANCY, **Mike Lewis**, Tom Stinnett, Phyllis Crisp - (Recommended by County Mayor), and David Murrell (School Representative).
5. **Information Technology Committee** – **County Mayor Ed Mitchell**, Richard Carver, Mike Lewis, Tona Monroe, Mike Cain (Interim IT), John Herron (School Representative), Jimmy Cox (Highway Representative), Keith Hackney (Sheriff Representative), Roy Crawford, Jr., and Scott Graves.
6. **Blount County Corrections Partnership** – **Jeff Headrick**, Rick Carver, Mike Caylor, Tona Monroe, Jeff French, John Adams, Randy Vineyard – Ex Officio, Judge Michael Gallegos – Ex Officio, Judge Tammy Harrington – Ex Officio. (reappointments)

BLOUNT COUNTY BEER ORDINANCE OF 2014

SECTION ONE: BE IT RESOLVED by the Legislative Body of Blount County, Tennessee, in regular session assembled that in the sale, transportation, storage, possession, receipt, manufacture and distribution of beer of alcoholic content of not more than 5% by weight or other beverages of like alcoholic content, this body acquiesces in and adopts Tennessee Code Annotated, Section 57-5-101 et. seq. entitled **Beer and Alcoholic Beverages Containing Less Than Five Percent Alcohol**; Tennessee Code Annotated, Section 57-6-101 et. seq. entitled **Wholesale Beer Tax Act**. The aforesaid acts and the aforesaid amendments apply to the County of Blount and are subject to regulations and administration by the Legislative Body of Blount County, Tennessee. (Tennessee Code Annotated Section 57-201 et. seq., now Section 57-5-101 et. seq.; Tennessee Code Annotated Section 57-301 et. seq., now Section 57-6-101 et. seq.)

SECTION TWO: BE IT FURTHER RESOLVED that the fund accruing to Blount County under the aforesaid public Acts be applied to the road funds, school funds, or general purpose funds of the County as determined by the Blount County Legislative Body in adoption of the County's budget for each fiscal year.

SECTION THREE: BE IT FURTHER RESOLVED that pursuant to said statute and especially to Tennessee Code Annotated, Section 57-5-101 et. seq., and any other application sections, this Body hereby creates the Blount County Beer Board to be appointed by this Body, and to do and handle all matters delegated to such committee by the aforesaid statutes, and this resolution, and to issue the necessary permits and regulate such beverages in the territory of Blount County, Tennessee, outside the limits of any city or town now incorporated; and that said committee so appointed shall have the power and authority conferred upon by them by this resolution and the aforesaid statute but no further or otherwise, to regulate the storage, sale, transportation, possession, receipt, manufacture and distribution of such beverages, and to do any and all things necessary or proper under the aforesaid authority and power. The number of members and length of term shall be set by this Body.

SECTION FOUR: BE IT FURTHER RESOLVED that the following regulations be adopted by the Legislative Body and enforced by the Legislative Body and the aforesaid Beer Board for the more effective control of the issuance, suspension and revocation of beer permits

1. **Animal Center Advisory Board** – Mike Akard, Archie Archer, **Rick Carver**, Kenneth Melton, Steve Samples, Chris Protzman(SMACF), Vacancy (SMACF), Vacancy (SMACF), (Veterinarian SMACF + Commission approval) (Animal Rescue Representative SMACF + Commission approval) Angie Holley (City of Louisville) and Carl Koella, III (City of Rockford).
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5. **Information Technology Committee** – **County Mayor Ed Mitchell**, Richard Carver, Mike Lewis, Tona Monroe, Mike Cain (Interim IT), John Herron (School Representative), Jimmy Cox (Highway Representative), Keith Hackney (Sheriff Representative), Roy Crawford, Jr., and Scott Graves.
6. **Blount County Corrections Partnership** – **Jeff Headrick**, Rick Carver, Mike Caylor, Tona Monroe, Jeff French, John Adams, Randy Vineyard – Ex Officio, Judge Michael Gallegos – Ex Officio, Judge Tammy Harrington – Ex Officio. (reappointments)



*OFFICE OF SHERIFF JAMES L. BERRONG*

August 28, 2015

Rhonda Pitts, Office Administrator  
Blount County Commission  
359 Court Street  
Maryville, TN 37804

Re: Committee Representatives

Dear Rhonda:

Per your request, this is to advise you that Keith Hackney will represent the Sheriff's Office on the Information Technology Committee, and I (Jeff French) and Captain John Adams will represent the Sheriff's Office on the Corrections Partnership Committee.

Thanks for your consideration.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Jeff French", is written over the typed name.

Jeff French, Chief Deputy

1. **Animal Center Advisory Board** – Mike Akard, Archie Archer, **Rick Carver**, Kenneth Melton, Steve Samples, Chris Protzman(SMACF), Vacancy (SMACF), Vacancy (SMACF), (Veterinarian SMACF + Commission approval) (Animal Rescue Representative SMACF + Commission approval) Angie Holley (City of Louisville) and Carl Koella, III (City of Rockford).
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# BLOUNT COUNTY MAYOR

Ed Mitchell

341 Court Street, Maryville, TN 37804-5906

Phone: (865) 273-5700

Fax: (865) 273-5705

Email: [emitchell@blounttn.org](mailto:emitchell@blounttn.org)



TO: Blount County Board of Commissioners

FROM: Ed Mitchell, County Mayor

RE: Recommendation for the Human Resources/Insurance Committee

DATE: August 31, 2015

For the consideration of the full commission, I am submitting my re-appointment of the following name to serve on the Blount County Human Resources/Insurance Committee:

Phyllis Crisp, Register of Deeds

1. **Animal Center Advisory Board** – Mike Akard, Archie Archer, **Rick Carver**, Kenneth Melton, Steve Samples, Chris Protzman(SMACF), Vacancy (SMACF), Vacancy (SMACF), (Veterinarian SMACF + Commission approval) (Animal Rescue Representative SMACF + Commission approval) Angie Holley (City of Louisville) and Carl Koella, III (City of Rockford).
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*OFFICE OF SHERIFF JAMES L. BERRONG*

August 28, 2015

Rhonda Pitts, Office Administrator  
Blount County Commission  
359 Court Street  
Maryville, TN 37804

Re: Committee Representatives

Dear Rhonda:

Per your request, this is to advise you that Keith Hackney will represent the Sheriff's Office on the Information Technology Committee, and I (Jeff French) and Captain John Adams will represent the Sheriff's Office on the Corrections Partnership Committee.

Thanks for your consideration.

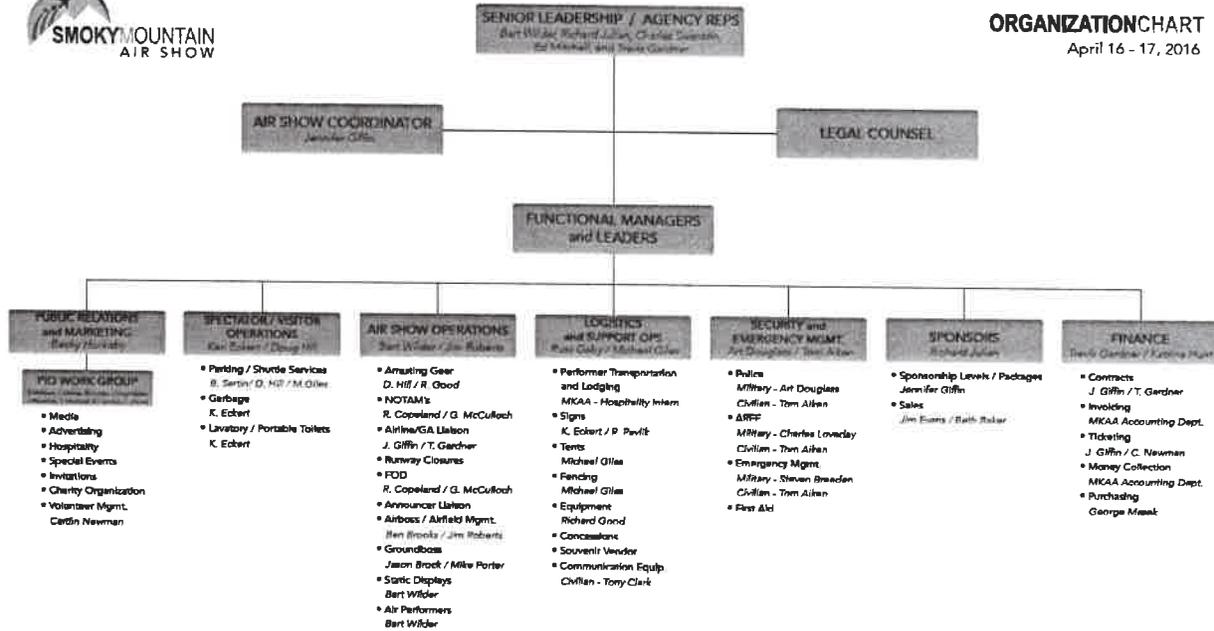
Sincerely yours,

A handwritten signature in blue ink, appearing to read "Jeff French", is written over the typed name.

Jeff French, Chief Deputy



**ORGANIZATION CHART**  
April 16 - 17, 2016



**IN RE: A RESOLUTION TO ESTABLISH AN AUDIT COMMITTEE FOR BLOUNT COUNTY.**

Commissioner Caskey made a motion to adopt the resolution. Commissioner Carter seconded the motion.

Commissioner Akard made a motion to amend section 2 to read "The Audit Committee will consist of 7 members comprised of 4 members of the Blount County Commission who are not Budget Committee nor Purchasing Commission members and 3 citizens appointed by the County Commissioners. Commissioner Monroe seconded the motion.

A vote was taken on the motion to amend:

- |              |             |               |               |
|--------------|-------------|---------------|---------------|
| Akard - yes  | Caskey - no | French - yes  | Moon - no     |
| Allen - no   | Caylor - no | Headrick - no | Samples - no  |
| Archer - yes | Cole - no   | Lewis - no    | Stinnett - no |
| Bowers - no  | Crowe - no  | Melton - no   |               |
| Carter - no  | Daly - yes  | Miller - yes  |               |
| Carver - no  | Farmer - no | Monroe - yes  |               |

There were 6 voting yes, 15 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the motion to amend to have failed.

A vote was taken on the original motion:

- |              |              |                |               |
|--------------|--------------|----------------|---------------|
| Akard - yes  | Caskey - yes | French - yes   | Moon - yes    |
| Allen - yes  | Caylor - yes | Headrick - yes | Samples - yes |
| Archer - no  | Cole - yes   | Lewis - yes    | Stinnett - no |
| Bowers - yes | Crowe - yes  | Melton - yes   |               |
| Carter - yes | Daly - yes   | Miller - no    |               |
| Carver - yes | Farmer - no  | Monroe - yes   |               |

There were 17 voting yes, 4 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

**RESOLUTION NO. 15-08-002**

**SPONSORED BY COMMISSIONERS GRADY CASKEY AND JEROME MOON**

**A RESOLUTION TO ESTABLISH AN AUDIT COMMITTEE FOR BLOUNT COUNTY**

**WHEREAS**, *Tennessee Code Annotated* (T.C.A.) Section 9-3-405, encourages county legislative bodies to establish an independent Audit Committee, and provides that the Tennessee Comptroller of the Treasury (Comptroller) may require an Audit Committee in counties that (1) are in noncompliance with the accounting and financial reporting standards required by the Governmental Accounting Standards Board or (2) have recurring findings from the annual audit for three or more consecutive years that are determined by the Comptroller's office to be a material weakness in internal control or material noncompliance with government auditing standards; and

**WHEREAS**, the Comptroller and the Government Finance Officers Association of the United States and Canada recommends that all County Legislative Bodies establish an Audit Committee as a best practice and to assist the County Legislative Body in the oversight of the public funds and financial reporting process; and

**WHEREAS**, the Blount County Legislative Body realizes the need for increased transparency and accountability of public funds, especially in today's current environment of less available resources and diminished public confidence in government, and that the Blount County Legislative Body is ultimately responsible for ensuring that management is meeting its internal controls and financial reporting responsibilities; and

**WHEREAS**, the Blount County Legislative Body finds it to be in the best interests of Blount County to establish an Audit Committee;

**NOW THEREFORE BE IT RESOLVED** by the Blount County Board of Commissioners, meeting this 20th day of August, 2015, that:

**SECTION 1.** Pursuant to the provisions of T.C.A. § 9-3-405, the Blount County Board of Commissioners does hereby establish an Audit Committee to provide independent review and oversight of the county's financial reporting processes and the county's internal controls, a review of the external auditor's report and follow up on management's corrective action, and compliance with laws, regulations, procedures and policies, and ethics.

**SECTION 2.** The Audit Committee will consist of five (5) members, to be

comprised of two (2) members of the Blount County Commission and three (3) citizens of Blount County appointed by the County Commissioners and approved by majority vote of the County Commission. To insure the committee's independence and effectiveness, no Audit Committee member can be an elected official (with the exception of elected County Commissioners), employee, spouse of an official/employee, or person that commingles assets with an official/employee of Blount County. While committee members need not be accountants, they should possess sufficient knowledge and experience in finance, business, and accounting to discharge the committee's duties. The members of the Audit Committee shall be appointed by the County Commission to staggered two (2) year terms. To establish staggered terms, the initial members of the committee shall be appointed so that two (2) of the members serve one (1) year terms and three (3) serve two (2) year terms. Thereafter all members shall be appointed to serve two-year terms.

**SECTION 3.** Meetings of the Audit Committee shall be held in accordance with the provisions of T.C.A. § 9-3-405. Meetings shall be subject to the open meetings provisions of T.C.A. Title 8, Chapter 44, except that upon a majority vote of those members in attendance for the public portion of a meeting, the Audit Committee may hold confidential, nonpublic executive sessions to discuss the following items as authorized in T.C.A. § 9-3-405:

- (1) Items deemed not subject to public inspection under T.C.A. §§ 10-7-503 and 10-7-504, and all other matters designated as confidential or privileged;
- (2) Current or pending litigation and pending legal controversies;
- (3) Pending or ongoing audits or audit related investigations;
- (4) Information protected by federal law; and
- (5) Matters involving the reporting of illegal, improper, wasteful, or fraudulent activity under T.C.A. § 9-3-406, where the informant has requested anonymity.

The Audit Committee will follow commission rules and Roberts Rules of Order. Each year at its first meeting, the committee will elect a chairman, vice-chairman, and secretary. Meeting agendas will be prepared by the chairman and provided in advance to members along with appropriate briefing materials. Minutes of the Audit Committee meetings will be filed in the Office of County Clerk.

**SECTION 4.** The committee shall have access to the services of a financial expert, either through a committee member or an outside party engaged by the committee for this purpose. Such financial expert should, through both education and experience, and in a manner specifically relevant to the county government sector, possess (1) an understanding of generally accepted accounting principles and financial statements; (2) experience in preparing or auditing financial statements of comparable entities; (3) experience in applying such principles in connection with the accounting for estimates, accruals, and reserves; (4)

experience with internal accounting controls; and (5) an understanding of Audit Committee functions.

**SECTION 5.** The duties and responsibilities of the Audit Committee are:

(a) To carefully review, upon completion of the county's annual audit, all audit findings in audit report and consult with the external auditors regarding any irregularities and deficiencies disclosed in the annual audit. The Audit Committee is empowered to meet with management to discuss audit findings and/or disagreements with the external auditors. The committee should satisfy itself that appropriate and timely corrective action has been taken by management to remedy any identified weaknesses. The committee should determine what corrective action, if any, should be recommended to the County Commission.

(b) To consider the effectiveness of the internal control system, including information technology security and control, determine compliance with internal controls and procedures, review the effectiveness of the system for monitoring compliance with laws and regulations, and review the process for communicating the county's ethics policies to county personnel and monitoring compliance therewith.

(c) To establish a process by which employees, taxpayers, or other citizens may confidentially report suspected illegal, improper, wasteful or fraudulent activity under provisions of T.C.A. § 9-3-406.

(d) To annually present a written committee report detailing how it discharged its duties and any committee recommendations to the full Blount County Legislative Body.

**SECTION 6.** The Audit Committee will be adequately funded to carry out the duties and responsibilities as set out in this Resolution and under applicable law.

**SECTION 7.** This resolution creating the duties and responsibilities of the Audit Committee has been submitted to the Comptroller prior to approval by this legislative body, and this resolution conforms with the report issued by the Comptroller.

Adopted this 20th day of August, 2015.

**CERTIFICATION OF ACTION:**

**ATTEST:**

  
Commission Chairman

  
County Clerk

Approved:   
Vetoed:

  
County Mayor

8-26-15  
Date

**IN RE: A RESOLUTION TO IMPLEMENT THE RECOMMENDED EMPLOYEE INSURANCE VENDORS FOR BLOUNT COUNTY GOVERNMENT.**

Commissioner Farmer made a motion to adopt the resolution. Commissioner Caylor seconded the motion.

A vote was taken on the motion:

- |              |              |                |                |
|--------------|--------------|----------------|----------------|
| Akard - yes  | Caskey - yes | French - yes   | Moon - yes     |
| Allen - yes  | Caylor - yes | Headrick - yes | Samples - yes  |
| Archer - yes | Cole - yes   | Lewis - yes    | Stinnett - yes |
| Bowers - yes | Crowe - yes  | Melton - yes   |                |
| Carter - yes | Daly - yes   | Miller - yes   |                |
| Carver - yes | Farmer - yes | Monroe - yes   |                |

There were 21 voting yes, 0 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

**B. Lee Gowan, Jr.**  
**1220 Woodland Trace**  
**Maryville, TN 37803**  
**865-803-4340**  
**lgowan CPA@gmail.com**

## *EXPERIENCE*

**Lee Gowan, CPA.** January 2013 – Present. Accounting, tax preparation and business consulting for individuals and businesses.

**Rodefer Moss & Co, CPAs.** July 1998 – December 2012. Partner Emeritus. Managed audits of government entities, utilities, school systems, school activities funds, and not for profit entities. Responsible for direct communications with audit committees and other governing bodies.

**Buddy Gregg Motor Homes.** July 1993 – June 1998. Chief Financial Officer.

**Gillespie & Sherrod, CPAs.** December 1987 – June 1993. Audit Manager.

**Pugh & Co., CPAs.** December 1978 – November 1987. Audit Supervisor.

## *EDUCATION*

**University of Tennessee.** Graduated December 1978. B.S. Business Adm.

**Maryville High School.** Graduated 1974.

## *LEADERSHIP*

**Tennessee Society of CPAs.** Member

**American Institute of CPAs.** Member

**Woodland Trace Homeowner Association.** Treasurer

**Broadway Baptist Church.** Assistant Treasurer, Finance Committee Chairman

Mr. Ted A. Burkhalter, Jr  
1121 W. Broadway  
Maryville, TN 37801  
865-254-2829

PROFESSIONAL LICENSURE

**License to Practice Law**

State of Tennessee – Licensure Date November 2000

**Certified Public Accountant:**

State of Tennessee - Licensure Date September 2002

EDUCATION

**University of Tennessee, College of Business Administration**

Masters in Business Administration – 1999

**University of Tennessee, College of Law**

Juris Doctor - 1999

**University of Tennessee, College of Business Administration**

Bachelor of Science, Accounting – 1995, Summa Cum Laude

EXPERT WITNESS EXPERIENCE

Skinner v. Skinner – Blount County General Sessions – Testimony 2013 & 2015

Folger v. Folger – Cumberland County Chancery Court – 2013-2014 – Report & Testimony

Rickey Hunt Services, Inc v. Don Dare and WATE-TV – Knox County 2013 (report only)

Ramsey v. Ramsey – Blount County General Sessions 2010 – Report and Testimony

Cooper v. Harmon – Blount County Chancery – Appointed Special Master in case 2008-2010

Budesa v. Budesa – Davidson County General Sessions 2004 – Report and Testimony

PROFESSIONAL EXPERIENCE

**Burkhalter and Burkhalter, PC** 6/2014 – current

Managing partner of regional full-service CPA and Law Firm in Maryville and Nashville, Tennessee. Firm specializes in trust, wills, tax and estate planning, business entity transactions, accounting and audits, tax return preparation and IRS representation. Provide expert witness services for valuations of businesses and retirement plans.

**Burkhalter and Associates, PC** 10/2002 – 6/2014

Founding partner of full-service CPA and Law Firm in Maryville, Tennessee. Firm specializes in trust, wills, tax and estate planning, business entity transactions, accounting and audits, tax return preparation and IRS representation. Provide expert witness services for valuations of businesses and retirement plans.

**Service Solutions, Inc** 8/99 – 12/2014

President of business start-up and consulting firm. Create and manage the accounting and information systems for troubled and start-up organizations. Value assets of troubled clients for separation into profitable entities or liquidation for company closure. Client-base includes national and international interests.

**American Choice Products, Inc** 1/2003 – 12/2014

President of business start-up and consulting firm. Create and manage product marketing and entity creation. Operated convenience store in Townsend Tennessee with incubator service for deli restaurant franchising. Refined intellectual property ideas into realizable cash flow generating endeavors.

PROFESSIONAL ORGANIZATIONS

**American Institute of Certified Public Accountants** – Member

**Tennessee Society of Certified Public Accountants** – Member

**Knoxville Chapter of Certified Public Accountants** – Member

**American Bar Association** – Member

**Tennessee Bar Association** - Member

**Blount County Bar Association** – President (current) Treasurer (2012)

**Blount County Chamber of Commerce** – Member

POLITICAL INVOLVEMENT

**Blount County Commissioner** – District 1B – 10/2010 – 8/2014

Serves as one of the twenty-one commissioners for Blount County, Tennessee. The commission district covers parts of both the City of Alcoa and the City of Maryville, and Blount County. The population of District 1 is in excess of 10,000 people with the largest percentage of diversity, both economic and racial, of all 10 county commission districts

**Blount County Republican Executive Committee** – 2010 - current

**Overbey for Senate** – Steering Committee Member (2008 & 2012)

**Bill Gibbons for Governor** - East Tennessee/Blount County Regional Coordinator (2010)

**Bill Haslam for Governor** - Blount County Leadership Team (2010)

**Jim Henry for Governor** – Statewide Coordinator (2002)

COMMUNITY ACTIVITIES

**American Red Cross of East Tennessee** – Board of Directors Member 2013-current, Chairman of Community Outreach Committee

**Blount County/Tennessee Corrections Partnership** – Chairman 2011-8/2014

**Innovative Education Partnership** – Founding Director/Treasurer 2010-2013

**United Way of Blount County** - Board of Directors Member since 2005-2010

**American Multiple Endocrine Neoplasia Support Foundation** – Founding Director/Treasurer 2008-current

**Family Promise of Blount County** – Founding Director/Treasurer 2008-2010

**Heaven Sent Home, Inc. (non for profit)** – Board of Directors Member and Legal Counsel since 2003

**Pellissippi State Community College, Paralegal Studies** – Advisor 2008 - 2014

**Leadership Blount** – 2006 Class

**American Red Cross, Blount County Chapter** – Board of Directors 2003-2005

## PRIOR & CURRENT SPEAKING ENGAGEMENTS

### **Southern Dental Laboratory Association**

Speaker on tax laws affecting small business and management issues for owners/operators of small corporations – Speaker in Conferences in Maryville, TN, Charlotte, NC, New Orleans, LA, and Atlanta, GA

### **Lorman Education Services**

Speaker on estate and probate administration for Tennessee and the ethical considerations facing attorneys and accountants in estate administration

### **Blount County Chamber of Commerce**

Panel Member on Small Business Start-up and Management

Speaker on taxes laws affecting the self-employed and small corporations

### **Knoxville Board of Realtors**

Speaker on taxes laws affecting the self-employed and small corporations

### **WKZX**

Weekly Radio Show covering taxes, estate planning, pending legislation, and business management

### **Success Central**

Speaker on tax laws affecting the self-employed and management issues for owner/operators

# Amy S. Paganelli, CPA, MBA

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2212 Monticello Drive / Maryville, TN 37803 / (865) 983-7482

## **Work Experience:**

**May 2007  
to  
Present**      **University of Tennessee Medical Center  
Graduate School of Medicine  
Knoxville, TN**

### ***Assistant Dean for Business and Finance***

The Graduate School of Medicine is responsible for the educational requirements, clinical operations and research necessary to train 203 medical residents/fellows at the University of Tennessee Medical Center. This position is responsible for all financial and budgeting aspects of the Graduate School of Medicine. The \$47MM budget consists of state appropriations, Federal medical education funding, TennCare funding, patient revenue, Federal, state and private research grants and gift funds. Principle duties as Assistant Dean include oversight of the preparation and presentation of financial data used for financial decision making and budgeting.

**March 1999  
to  
April 2007**      **University of Tennessee Medical Center  
Graduate School of Medicine  
Knoxville, TN**

### ***Director of Business Administration***

Duties include the preparation and presentation of financial data used for financial decision making and budgeting. Work closely with upper management in developing and implementing financial strategies. Also responsible for the direct supervision of 3 financial staff personnel and oversight of 25 administrative personnel in residency programs. Develop policies and procedures to ensure fiscal, regulatory and HIPAA compliance.

- Direction and management of all aspects of opening and running medical practices including analysis of physician and clinical staffing needs, evaluation of billing and accounting software, compliance with applicable regulations, space needs study, policy development, and clinical financial benchmarks.
- Oversight of daily operations of Graduate School of Medicine Business Office which includes all accounts receivable, accounts payable, travel, procurement card processing, inventory tracking, space reporting, budget monitoring, and data/financial reporting as needed.

- Administration of \$30MM in Graduate Medical Education payment contracts from Federal and State sources. Management of all aspects of compliance and reporting for educational agreements for resident training.

**January 1997  
to  
February 1999**

**Knoxville/Knox County Public Building Authority**  
Knoxville, TN

***Manager of Accounting***

**Responsibilities:** Included all financial, administrative, and personnel aspects of a large governmental agency which provides facilities planning and construction for the City of Knoxville and Knox County. The agency also provides landlord management and maintenance services for several government buildings. Responsible for planning, directing and coordinating cash management of over \$50MM in investments and accounting budgets. Provided financial and administrative management to 30-40 construction projects of approximately \$100MM. Prepared, reviewed and presented financial, accounting and administrative reports. Coordinated and provided support for external auditors during annual review. Developed internal control, accounting and administrative policies and procedures. Supervised a staff of 2 CPA's and 5 clerks.

**March 1995  
to  
January 1997**

**University of Tennessee – Knoxville Campus**  
Knoxville, TN

***Financial Analyst***

**Responsibilities:** Worked with UT faculty and staff to ensure maximum allowable contributions to deferred compensation programs. Included analysis and documentation of employee contributions to 401k, 403b and 457 retirement plans. Assisted in preparation of Knoxville Campus annual budget. Review and revision of grant accounts and funding.

**March 1993  
to  
February 1995**

**Knoxville/Knox County Metropolitan Planning Commission**  
Knoxville, TN

***Administrative Services Manager***

**Responsibilities:** Included all aspects of commission budgeting, financial statement preparation, purchasing, and management of contract receivables), accounts payable, travel, procurement card processing, inventory tracking, budget monitoring, and data/financial reporting as needed. Oversight of \$14MM in Federal research grants and contracts, including grant submission reviews, grant monitoring and grant opportunities for Federal and State transportation grants. Also included administration of personnel policies and employee benefits.

**June 1990  
to  
February 1993**

**State of Tennessee - Board of Regents**  
Nashville, TN

***Financial Management Analyst***

**Responsibilities:** Included the review, consolidation and presentation of financial statements and budgets for 40 State universities, community colleges and vocational schools at Board of Regents. Staffed quarterly business manager meetings. Preparation and review of system wide policies, guidelines, collection contracts, cost allocation plans and tax issues.

**August 1988  
to  
May 1990**

**State of Tennessee – Governor’s Budget Staff**  
Department of Finance and Administration

***Administrative Budget Analyst***

**Responsibilities:** Included analysis of state budgets. Made recommendation for state budgets. Included analysis of funding levels for Governor’s annual budget. Monitored legislative committees dealing with budget issues.

**June 1985  
to  
August 1988**

**Hazlett, Lewis and Bieter, CPA’s – Chattanooga, TN**  
**Lattimore, Black, Morgan, and Cain, CPA’s – Brentwood, TN**

Staff and Senior Accountant

**Responsibilities:** Included work in all phases of audits, reviews, and compilations of financial statement for medium and large privately-owned companies. Also performed audits of banks, savings and loans, public utility districts, city governments, local unions, hospital and manufacturers. Preparation of tax returns for corporations, individuals and partnerships. Supervision of staff and interaction with upper-level management.

# Susanne Y Davis, CPA

Home Address: 1115 Oak Park Avenue \* Maryville, TN \* 37803  
Phone: (865) 740-6638 \* Fax: (865) 312-6733 \* Email: [syd7871@aol.com](mailto:syd7871@aol.com)

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## PROFESSIONAL PROFILE

- Senior level executive with extensive hands-on experience in management, business leadership and working with Board of Directors, Banks and Attorneys.
  - Highly organized CPA with an established record of success.
  - Exercise a high degree of discretion, mature judgment, and tact in handling matters with a sensitive nature.
  - Strong leadership, planning, team building, problem solving, and project management skills.
  - Demonstrated ability to prioritize multiple and complex tasks, often with conflicting deadlines while maintaining a positive attitude.
- 

## PROFESSIONAL EXPERIENCE

- **Susanne Davis, CPA, Maryville/Seymour, TN** **November 2004-Present**  
**Sole Proprietor Full Service Accounting Firm**
    1. Provide accounting and bookkeeping assistance.
    2. Provide tax services for individuals, corporations (including non profits), partnerships, and LLCs.
    3. Prepare Audits (including non profits), compilations, and reviews. All peer reviews were clear.
  - **Pugh and Company, P.C., Knoxville, TN** **September 2000-November 2004**  
**Tax Manager**
  - **Arrowmont School of Arts and Crafts, Gatlinburg, TN** **June 1997-September 2000**  
**Controller**
  - **PHP Companies, Inc., Knoxville, TN** **May 1996-June 1997**  
**Accountant**
  - **Pugh and Company, P.C., Knoxville, TN** **January 1994-May 1996**  
**Semi-Senior Accountant – Audit Department**
  - **Jerry W. Davis, CPA, Knoxville, TN** **1988-December 1993**  
**Staff Accountant**
- 

## PROFESSIONAL ORGANIZATIONS & COMMUNITY SERVICE (current only)

1. Board Member & Finance Committee, Better Business Bureau, Knoxville, TN
  2. Member of Tennessee Society of Certified Public Accountant
  3. Member of Montgomery Ridge Parent Teacher Organization
- 

## EDUCATION

### Degrees

- Bachelor of Science, Accounting, 1993 Carson Newman College, Jefferson City, Tennessee
- Bachelor of Arts, Political Science, 1993 Carson Newman College, Jefferson City, Tennessee

### Certifications

- Certified Public Accountant, September 1998

***Academic  
Preparation:***

**June 1985**

**Tennessee Technological University**

Cookeville, TN

B.S in Business Administration Major: **Accounting**

**May 1989**

**Certified Public Accountant (CPA)** – Certification Number 10454

**May 1995**

**Middle Tennessee State University**

Murfreesboro, TN

Master of Business Administration (**MBA**)

# Bradley R Forester

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## Personal Information

- Lived in Blount County most of my life. 60 years.
- Attended Bungalow Elementary and Everett High Schools
- Married to wife Connie. Thirty seven years. One daughter Brandee.
- Live on and own twenty seven acres on Horace Taylor Road.
- Retired from Alcoa Inc. with thirty four and a half years. Currently working part time at Airport Auto Auction in Alcoa.
- Attend Alcoa First Baptist Church in Alcoa
- Member Prudentia Masonic Lodge in Alcoa.

## Professional Experience

Retired Alcoa Inc.– , Alcoa, Tn▪ 1974– 2008

- Retired as the Reliability Systems Coordinator for Tennessee Operations.
- Worked as Hourly, Production Unit Supervisor, Maintenance Unit Supervisor (Both Electrical and Mechanical.)
- South Plant Machine Shop Coordinator 2002-2005. Managed department under budget three consecutive years.
- Participated in the implementation of the first Computerized Maintenance Management System at Tennessee.
- Led Tennessee in the development and deployment of the second CMMS system at Tennessee Operations.
- Managed the deployment and implementation of the Oracle CMMS system at Tennessee and Warrick Operations. Managed the development and implementation of the Standard Operating Procedures, Best Practice Guidelines for Maintenance development.
- Developed and implemented reporting metrics for measuring progress to goals.

Blount County Field Deputy– , Maryville, Tn▪ 1978– 1990

- Served under three Sheriffs.
- Spent most of my “on the road” time under Sheriff L. B. Sutton Jr. Worked extensively with him and then mostly was “deputized on call” for Sheriff Don Hobbs and Sheriff Jim Berrong.

## Programming and Software Skills

Microsoft tools, Oracle Business tools, Focus Reporting software.

## Education

High School Diploma– Everett High School, Maryville, Tn ▪ 1971  
Certificate of Completion Electrical Maintenance– State Tech, ▪ 1980

**WILLIAM NEWBY  
2265 WILLINGHAM LANE  
MARYVILLE, TN. 37803  
865-977-0648**

**BORN = APRIL 12, 1944 IN CHICAGO**

**SCHOOLS ATTENDED:**

**ROUND LAKE GRADE SCHOOL  
ROUND LAKE HIGH SCHOOL  
COLLEGE OF LAKE COUNTY  
NORTHWESTERN UNIVERSITY**

**EMPLOYMENT:**

**CRANE PACKING COMPANY 1963-1964**

**VICTOR GOLF COMPANY 1964-1971 (MANAGEMENT)**

**CULLIGAN INTERNATIONAL 1971 - 1984 (MANAGEMENT)**

**1984 RETIRED DISABILITY DUE TO 16 HOUR NECK SURGERY**

**1988 - 1992 =PRESIDENT OF MISSION ENTERPRISES**

**MISSION ENTERPRISES WAS CORPORATE COMPANY FOR 11 DIFFERENT  
COMPANIES WHICH I WAS BROUGHT IN TO MAKE SOLVENT.**

**CASH FLOW PROBLEMS WHEN I STARTED, WHEN I LEFT, AVERAGED  
\$500,000.00 A MONTH PROFIT.**

**1992-1993 =NORTH SHORE FENCE COMPANY = FINANCIAL ADVISOR**

**WAS \$300,000.00 IN DEBT WHEN I STARTED, WHEN I LEFT FOR TENNESSEE IN  
1993, COMPANY WAS COMPLETELY OUT OF DEBT AND HAD A \$100,000.00 IN THE  
BANK.**

**1993 = RETIRED DISABILITY BUT CONSULTED FOR A FEW COMPANIES AND  
RESTRUCTURED THEM.**

**2001 - 2012 = SECRETARY OF BLOUNT COUNTY EQUALIZATION BOARD**

**2007 = VICE CHAIRMAN OF BLOUNT COUNTY GROWTH COMMITTEE AND WROTE  
FINAL REPORT**

**1994-2015 = BUSINESS AGENT FOR ROYAL OAKS GOLF VILLA ASSOCIATION**

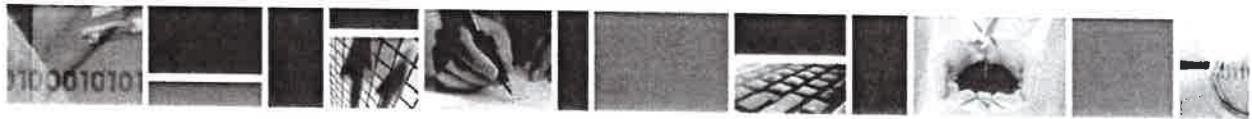
**1995 - 2012 = CONSULTED FOR SEVEN OTHER ASSOCIATIONS**

**1998 - 2015 = PRESIDENT OF ALLENBROOK COMMUNITY ORGANIZATION**

**2012 = SENT HOME FROM U. T. HOSPITAL, PUT ON HOSPICE AND GIVEN TWO  
MONTHS TO LIVE. IF YOU LOOK IN THE U. T. MEDICAL RECORDS, I'M LISTED AS  
MIRACLE MAN.**

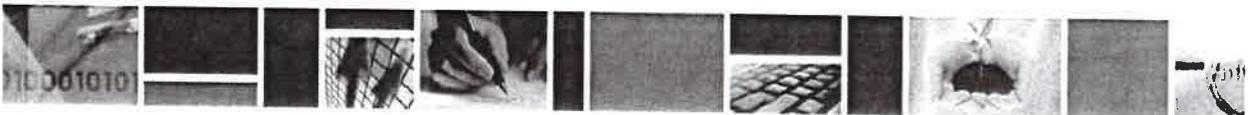
**HOBBIES = WORKING OUT TWO HOURS A DAY TO BEAT THE ODDS AND USING  
MY BRAIN AND SKILLS TO HELP PEOPLE.**

**RESPECTFULLY SUBMITTED,  
WILLIAM NEWBY**



## Employee/Employer Contributions (Previous)

	Plan 1		Plan 2		Plan 3	
	ER Cost	EE Cost	ER Cost	EE Cost	ER Cost	EE Cost
Employee Only	\$425	\$91.05	\$425	\$49.76	\$425	\$25 (5.683%)
EE + Spouse	\$975	\$315.12	\$975	\$211.91	\$975	\$150 (13.637%)
EE + Child(ren)	\$975	\$286.45	\$975	\$185.53	\$975	\$125 (11.623%)
Family	\$975	\$343.79	\$975	\$238.28	\$975	\$175 (15.564%)



## Alternate Scenarios

- Keep Same Plan, Employee Contributions, and Vendors
  - Expected Plan Deficit: \$2,749,255.39
- Keep Same Plan and Employee Contributions: Change Vendors
  - Expected Plan Deficit: \$1,890,077.71
- Offer Three Plans, Change Contributions, and Vendors
  - Expected Plan Surplus: \$158,961.29
- Recommended Alternative, Change Contributions, and Vendors
  - Expected Plan Deficit: \$182,555.34



### IN RE: RESOLUTION OF THE BLOUNT COUNTY LEGISLATIVE BODY ESTABLISHING AN EMERGENCY MEDICAL SERVICES BOARD FOR BLOUNT COUNTY, TN.

Commissioner Samples made a motion to adopt the resolution. Commissioner Carver seconded the motion.

A vote was taken on the motion:

Akard - yes	Caskey - yes	French - yes	Moon - yes
Allen - yes	Caylor - yes	Headrick - yes	Samples - yes
Archer - yes	Cole - yes	Lewis - yes	Stinnett - yes
Bowers - yes	Crowe - yes	Melton - yes	
Carter - yes	Daly - yes	Miller - yes	
Carver - yes	Farmer - yes	Monroe - yes	

There were 21 voting yes, 0 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the resolution to be adopted.

**RESOLUTION NO. 15-08-003**

**SPONSORED BY: COMMISSIONERS MIKE CAYLOR AND RICK CARVER**

**RESOLUTION OF THE BLOUNT COUNTY LEGISLATIVE BODY ESTABLISHING  
AN EMERGENCY MEDICAL SERVICES BOARD FOR BLOUNT COUNTY, TN**

*WHEREAS*, on May 21<sup>st</sup> 2015 the Blount County Legislative Body did approve an agreement with Rural/Metro of Tennessee for emergency medical services in Blount County; and

*WHEREAS*, section 411 of the agreement requires Rural/Metro of Tennessee to participate in meetings with the Blount County Emergency Medical Board; and

*WHEREAS*, Article 7 of the agreement requires Rural/Metro of Tennessee to pay Blount County performance and response damages when Rural/Metro of Tennessee is not in compliance with the agreement; and

*WHEREAS*, section 406.c.9 allows Rural/Metro of Tennessee to appeal exception determinations to the Blount County Emergency Medical Services Board; and

*WHEREAS*, currently there is no Blount County Emergency Medical Services Board;

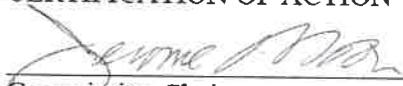
*NOW THEREFORE, BE IT RESOLVED* by the Blount County Legislative Body in session assembled on the 20<sup>th</sup> day of August, 2015, as follows:

1. The Blount County Finance Department shall allocate a budget line for funds resulting from the Emergency Medical Service provider's payment of contractual damages. (budget line 101-0-42990)
2. The Blount County Emergency Medical Services Board shall be formed for the purposes of ;
  - A. Assisting the Blount County Purchasing Agent by determining the level of medical services provided by the County's Emergency Medical Services provider.
  - B. Hearing and ruling on appeals from the County's Emergency Medical Service Provider concerning exceptions for response times in Blount County as stated in section 406.c.9 of the County's Emergency Medical Services contract.
  - C. Recommending expenditures as a result of assessment and payment of fines.

3. The Board shall consist of the following members:
  1. The Chief of the City of Maryville Fire Department
  2. The Chief of the City of Alcoa Fire Department
  3. The Chief of the Blount County Fire Protection District
  4. The Blount County Sheriff
  5. One representative from Blount Memorial Hospital's Emergency Department as designated by Blount Memorial Hospital
  6. The Blount County Emergency Medical Coordinator
  7. The Director of Blount County Emergency Management
  8. A member of the Blount County legislative body representing district 7 of Blount County, to be determined by the Blount County legislative body
  9. A member of the Blount County legislative body representing district 8 of Blount County, to be determined by the Blount County legislative body
  10. A member of the Blount County legislative body representing district 9 of Blount County, to be determined by the Blount County legislative body
  11. A member of the Blount County legislative body, to be determined by the Blount County legislative body
  12. The Chief of Police of the City of Maryville
  13. The Chief of Police of the City of Alcoa
  
4. The Blount County Emergency Medical Services Board shall be chaired by the Blount County Emergency Medical Services Coordinator who will only vote to break a tie.
  
5. The Blount County Emergency Medical Services Board shall meet quarterly or as needed.

Duly authorized and approved this 20<sup>th</sup> day of August, 2015.

CERTIFICATION OF ACTION

  
 \_\_\_\_\_  
 Commission Chairman

ATTEST

  
 \_\_\_\_\_  
 County Clerk

Approved:   
 Vetoed:

  
 \_\_\_\_\_  
 County Mayor

8-26-15  
 Date

**IN RE: SETTING OF PUBLIC HEARING FOR SEPTEMBER 8, 2015 AT 6:00 PM REGARDING REQUEST TO REZONE PROPERTY LOCATED AT 4560 SEVIERVILLE ROAD FROM R-1(RURAL DISTRICT 1) TO RAC-2 (RURAL ARTERIAL COMMERCIAL 2).**

Commissioner Bowers made a motion to set the public hearing for September 8, 2015 at 6:00 pm. Commissioner Carver seconded the motion.

A vote was taken on the motion:

- |              |              |                |                |
|--------------|--------------|----------------|----------------|
| Akard - yes  | Caskey - yes | French - yes   | Moon - yes     |
| Allen - yes  | Caylor - yes | Headrick - yes | Samples - yes  |
| Archer - yes | Cole - yes   | Lewis - yes    | Stinnett - yes |
| Bowers - yes | Crowe - yes  | Melton - yes   |                |
| Carter - yes | Daly - yes   | Miller - yes   |                |
| Carver - yes | Farmer - yes | Monroe - yes   |                |

There were 21 voting yes, 0 voting no, 0 abstaining, and 0 absent. Chairman Moon declared the public hearing to be set.

**RESOLUTION No. 15-09-002**

**Sponsored by Commissioners Ron French and Andy Allen**

**A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-1(Rural District 1) to RAC2(Rural Arterial Commercial District 2) for property located at 4560 Sevierville Road at the intersection with Temple Road, the property is identified on tax map 029, parcels 109.00, part of 109.01, part of 109.02, and part of parcel 110.01.**

**BE IT RESOLVED**, by the Board of Commissioners of Blount County, Tennessee, in session assembled this 17<sup>th</sup> day of September, 2015:

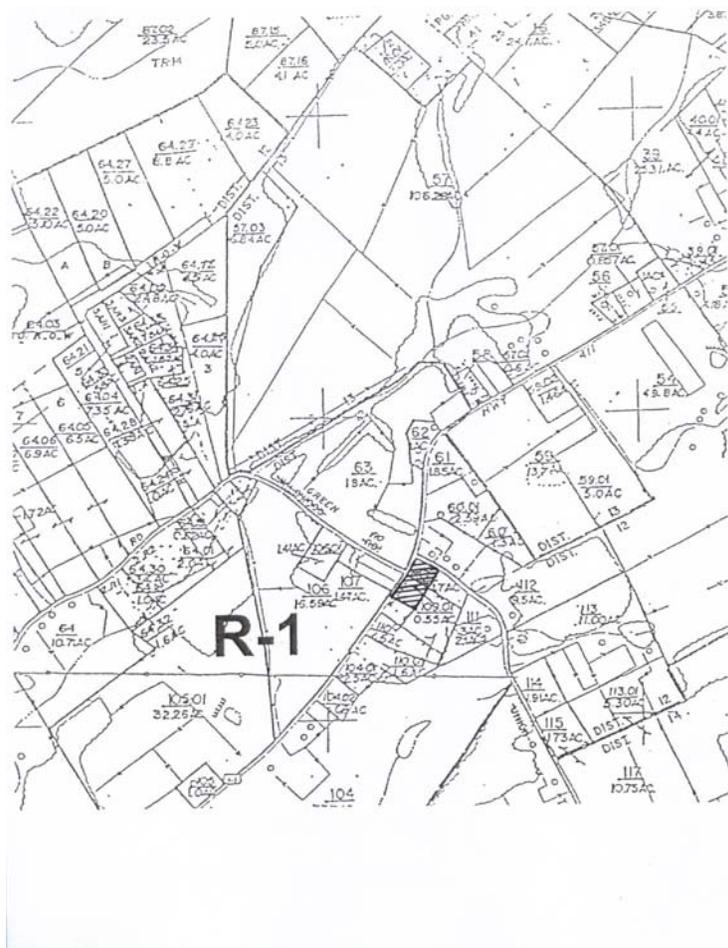
**WHEREAS**, the legislature of the State of Tennessee has enabled Blount County to adopt and amend zoning regulations, including a zoning map, in Tennessee Code Annotated Section 13-7-101, *et seq.*, and

**WHEREAS**, the Board of Commissioners of Blount County, Tennessee adopted zoning regulations, including the Zoning Map of Blount County, Tennessee in Resolution 00-06-010 **A RESOLUTION ADOPTING ZONING IN BLOUNT COUNTY PURSUANT TO SECTIONS 13-7-101, ET SEQ., OF THE TENNESSEE CODE ANNOTATED**, and

**WHEREAS**, it is desired to amend the Zoning Map of Blount County, Tennessee.

**NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF BLOUNT COUNTY, TENNESSEE**, to adopt the following:

**A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-1(Rural District 1) to RAC2(Rural Arterial Commercial District 2) for property located at 4560 Sevierville Road at the intersection with Temple Road, the property is identified on tax map 029, parcels 109.00, part of 109.01, part of 109.02, and part of parcel 110.01.**



**BE IT FURTHER RESOLVED THAT THIS RESOLUTION SHALL BE IN FORCE AND BECOME EFFECTIVE UPON ITS ADOPTION, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

**ATTEST**

\_\_\_\_\_  
Commission Chairman

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

\_\_\_\_\_  
County Mayor

\_\_\_\_\_  
Date

# Memo

**To:** Blount County Planning Commission  
**From:** Building Commissioner  
**CC:** Other planning commissioner members and staff  
**Date:** 7/15/2015  
**Re:** Rezoning Request at 4560 Sevierville Road.

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**Background:**

The applicant is requesting that the property at 4560 Sevierville Road be rezoned from R-1(Rural District 1) to RAC-2(Rural Arterial Commercial 2). This rezoning will be at the corner of Sevierville Road and Temple Road, and will consist of all or parts of four parcels. These parcels are identified on tax map 029 parcels 109.00, part of 109.01, part of 109.02 and part of parcel 110.01.

The rezoning will be all of parcel 109.00, most of 109.01, a small portion of 109.02 that runs behind the previous two parcels, and a small portion of parcel 110.01 that runs just behind parcel 109.00. A re-plat combining these properties is being created and I should have a copy of that for our meeting. For this rezoning I have indicated the parcels and portions of parcels that will be included in that re-plat. These areas are hatched on the maps that are included in this report.

This rezoning request does fit the requirements of the RAC-2 zone. The property is located on one of the specified arterial (Sevierville Road) roads at one of the specified intersecting roads (Temple Road). The lot being created shall be 1 acre or greater and will be limited to a depth of 300 feet from each road right-of-way. In the initial description on the maps that follow, the depth will be less than 300 feet from both Temple Road and Sevierville Road.

**Section 9.12 RAC2 – Rural Arterial Commercial District 2.** It is the purpose and intent of this district to regulate commercial and other development of low to medium density adjacent to rural arterial roads in the county not covered by the RAC zone in Section 9.10, consistent with the overall purposes of this Resolution contained in Article 3, consistent with

provisions in Public Chapter 1101 of 1998 (Tennessee Code Annotated Section 6-58-101, et seq), and consistent with plans adopted by Blount County.

It is further the policy of the County Commission that the RAC2 district and this section shall have applicability only to land adjacent to specific arterial roads, as identified on the Major Road Plan and deemed appropriate for limited commercial development, being specifically the following:

Hwy 411 North (Sevierville Road) from Maryville UGB to eastern county line with Sevier County; and

Hwy 129 (Calderwood Highway) from intersection with Hwy 411 South, excluding Maryville Urban Growth Boundary, to intersection with Tallassee Road.

It is further the policy of the County Commission that amendments to the Zoning Map shall extend no more than 300 feet perpendicular away from the right-of-way lines of the above delineated highways, only on that side of specified intersecting road, and no more than 300 feet laterally from intersections of specific public roads along the above delineated highways, the intersecting roads having characteristic of already having established commercial development. The specific intersecting roads shall be limited to the following:

Along Hwy 411 North (Sevierville Road) from Maryville UGB to eastern county line with Sevier County, the following intersecting roads,

Hinkle Road and Keener Road intersections;  
Doc Norton Road intersection;  
Temple Road intersection; and

Along Hwy 129 (Calderwood Highway) from intersection with Hwy 411 South, excluding Maryville Urban Growth Boundary, to intersection with Tallassee Road, the following intersecting roads;

Mt. Carmel Lane intersection;  
Brickmill Road and Six Mile Road intersections;  
Tallassee Road intersections.

This section does not amend the Zoning Map, nor zone nor rezone any land to RAC2, but only identifies limits to location for any land that may in the future be zoned RAC2.

A. Permitted Uses.

For residential uses, the following: Any use permitted in the R-1-Rural District 1 subject to the requirements of that District.

For office type uses, the following: Professional and office type uses with limited commercial and retail operations; Offices for businesses providing services.

For service type uses, the following: Banks; Barber and beauty shops; Computer and electronic device repair; Family day care home; Child day care center.

For retail trade type uses, the following: Convenience stores (including gasoline stations); Grocery stores; Drug stores; Meat and fruit markets; Restaurants; Bakery stores; Florists and garden supply stores; Cloth shops and sundries; Hardware stores; Ice cream parlors.

Auto oriented uses, the following: Gasoline service stations, filling stations.

Utility facilities necessary for the provision of public services; Public utility structure or use (excluding equipment and material storage yards).

For other uses, the following: Agriculturally-oriented commercial uses; Customary home occupations; Cemeteries; A single dwelling unit as quarters for a watchman, caretaker or custodian on the premises of a commercial use.

B. Uses permitted as special exception: None.

C. Uses permitted as special exception with specific limitations: None.

D. Uses Prohibited: In the RAC2 – Rural Arterial Commercial District 2: all uses are prohibited except those uses permitted or permitted as special exception specifically above.

E. Uses Requiring Site Plan Review: All uses and customary accessory structures, except one or two single family or manufactured home dwelling on a single lot, duplex dwelling on separate lot, and customary accessory structures to such excepted uses.

F. Minimum Lot Size and Density: For residential structures as required in Section 9.2.F. For all other uses: minimum lot size for any new division of land shall be one (1) acre, and maximum lot coverage of all buildings shall be no more than twenty-five (25) percent provided that both primary and duplicate area for septic field purposes are maintained unhindered by any structure, parking, drainage or other design element of the site which may impact septic functioning. Notwithstanding the above, the total area of all buildings shall not exceed 10,000 square feet for any one lot or parcel.

G. Setback Requirements: All uses shall comply with the following setback requirements, except as otherwise provided for in Articles 3 and 5 for lots of record and nonconforming situations.

1. Front Setback: the minimum depth of the front building setback shall be 40 feet from any road right-of-way or road easement line.

2. Rear Setback: the minimum building setback from the rear property line shall be 20 feet for the principal structure, and five feet for any accessory structure, provided that the rear setback shall be 40 feet for any non residential use or accessory structure with a rear property line abutting a residential use lot, or abutting a lot in the S, R-1 or R-2 zone.

3. Side Setback: the minimum building setback from the side property line shall be ten feet, provided that the side setback shall be 20 feet for any non residential use with a side property line abutting a residential use lot, or abutting a lot in the S, R-1 or R-2 zone.

H. Maximum Height of Structures: Unless otherwise explicitly allowed in other articles of this Resolution, all structures shall be no greater than 35 feet higher than the highest natural grade immediately adjacent to the structure.

I. Additional Site Plan Requirements: In addition to site plan requirements in Sections 7.2 and 7.15, site plans for any commercial use permit under this Section shall be drawn by a qualified professional, and shall include front, side and rear elevations of any proposed structure.

J. Additional design requirements: All site plans shall be accompanied by a stormwater drainage plan prepared by a qualified engineer, and shall address the need for detention, if necessary, and pollution control.

All uses permitted under this Section shall provide a vegetative landscape buffer, to be determined by the Planning Commission during site plan review, between the use/buildings on the commercial site, and any parcel or lot zoned other than RAC, RAC2 or C. Such buffering shall apply to rear lot lines of the commercial site, and also to side lot lines behind the minimum front building setback lines, except where there is an immediately adjacent residential use that would require screening within the minimum front building setback line.

All uses permitted under this Section shall have a front building elevation, along all fronting roads, constructed of at least 50 percent nonmetal building materials and shall meet all other requirements of Section 7.15.

All external lighting shall be directed away from or screened from land zoned other than RAC, RAC2 or C, and away from any public right-of-way, and shall conform to requirements in Section 7.15.D.

Where noise is determined to be a probable off-site impact of a proposed use, a noise mitigation barrier of solid structure or earth berm, in addition to vegetative buffer, shall be designed as part of the site plan and constructed.

A deceleration and/or turn lane may be required at entrance of the commercial development if recommended by the Blount County Highway Department or the Tennessee Department of Transportation (TDOT). When a deceleration and/or turn lane is

proposed to be located off a state right-of-way, the deceleration and/or turn lane is subject to review and approval by the Tennessee Department of Transportation. When a deceleration and/or turn lane is proposed to be located off a county maintained right-of-way, the deceleration and/or turn lane is subject to review and approval by the Blount County Highway Department. Any required improvements for a deceleration and/or turn lane will be the responsibility of the developer.

K. Review on change of use.

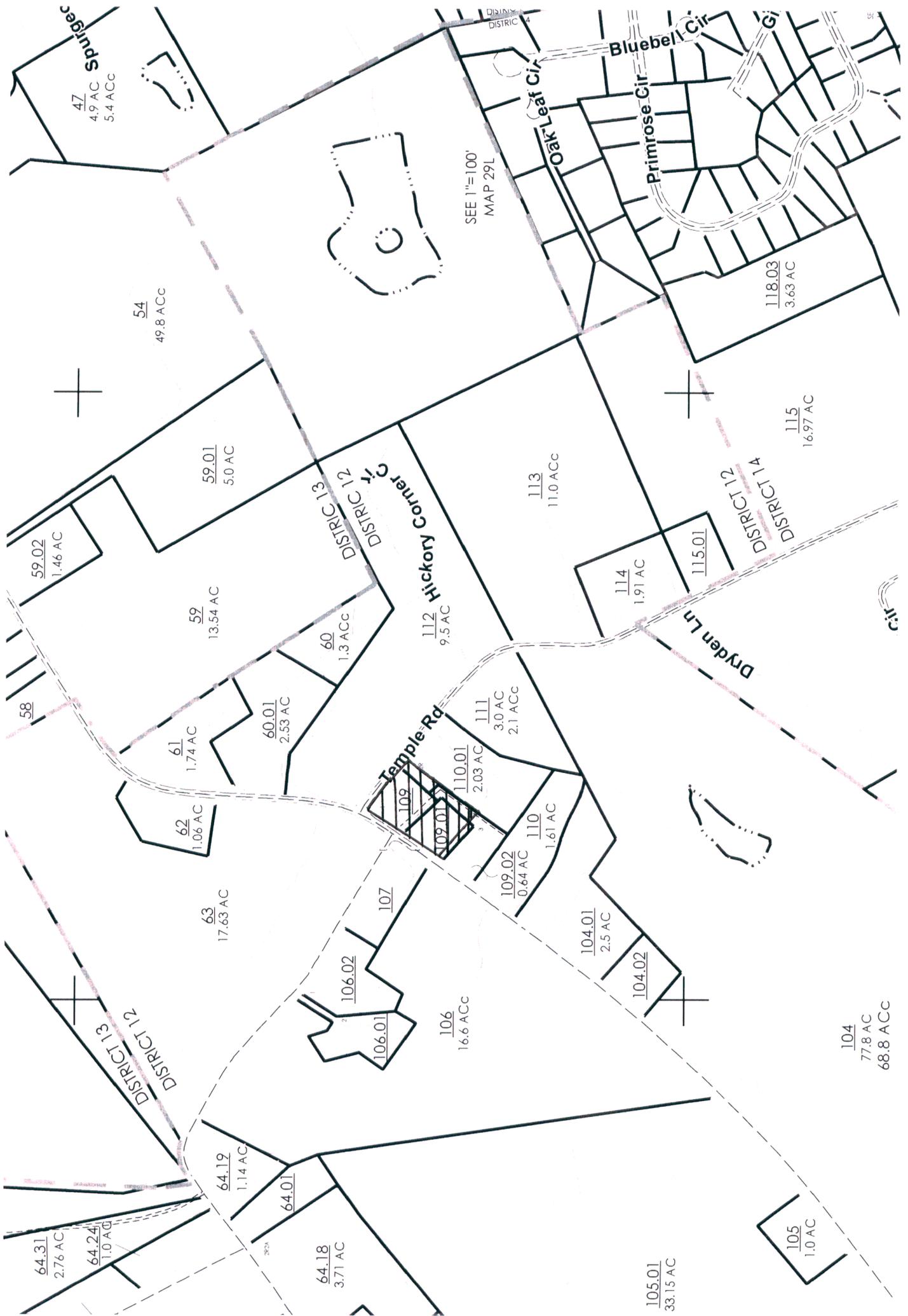
1. For any change of use to special exception use under provisions for change of use requiring Board of Zoning Appeals approval, the Board of Zoning Appeals shall have permit and review authority under provisions of these regulations.

2. For other change of use, excluding change to uses allowed in Section 9.2.A, a permit application for zoning compliance shall be submitted, to be reviewed by the Building Commissioner for conformity to requirements for the zone and any previously approved site plan. The Building Commissioner shall require information on the application sufficient for determination of zoning compliance, and certification of zoning compliance in writing shall be considered as approval of the permit for change of use.

3. Notwithstanding subsection 2 above, upon determination by the Building Commissioner that a use will be of greater impact or will require new or changed site design elements upon change of use, the Building Commissioner shall require a new permit application and site plan to be reviewed by the Planning Commission as a new permit for that change of use.

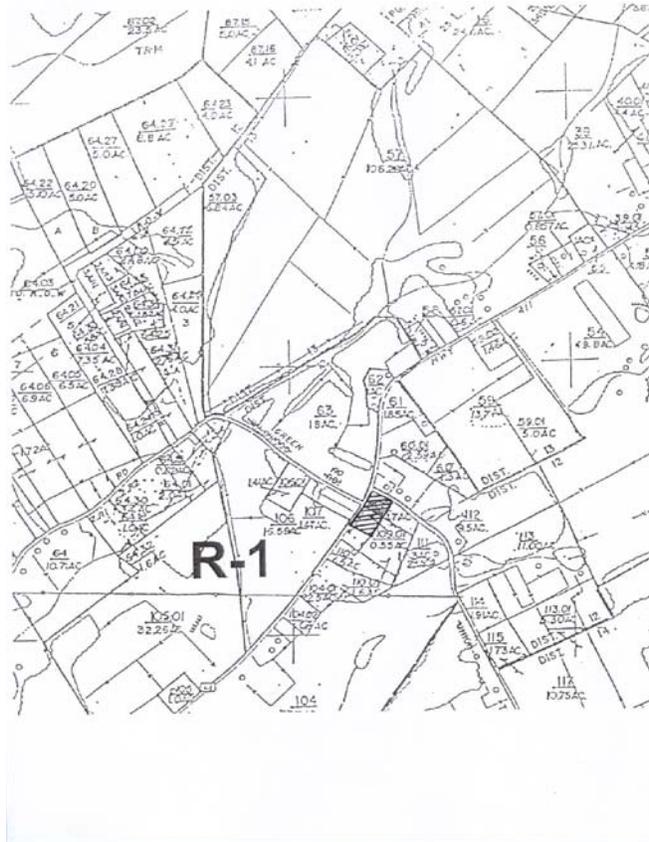
4. All changes of use under this subsection shall require new permit application and charged fees as such





**NOTICE OF PUBLIC HEARING.** In accordance with Tennessee Code Annotated Sections 5-5-105 and 13-7-105, the Board of County Commissioners of Blount County, Tennessee, will convene and hold public hearing on September 8, 2015 at 6:00P.M., at the Blount County Courthouse Commission Meeting Room for the following proposed amendments to the Zoning Resolution of Blount County, Tennessee, being Resolution 00-06-010, and specifically the Zoning Map of Blount County, Tennessee.

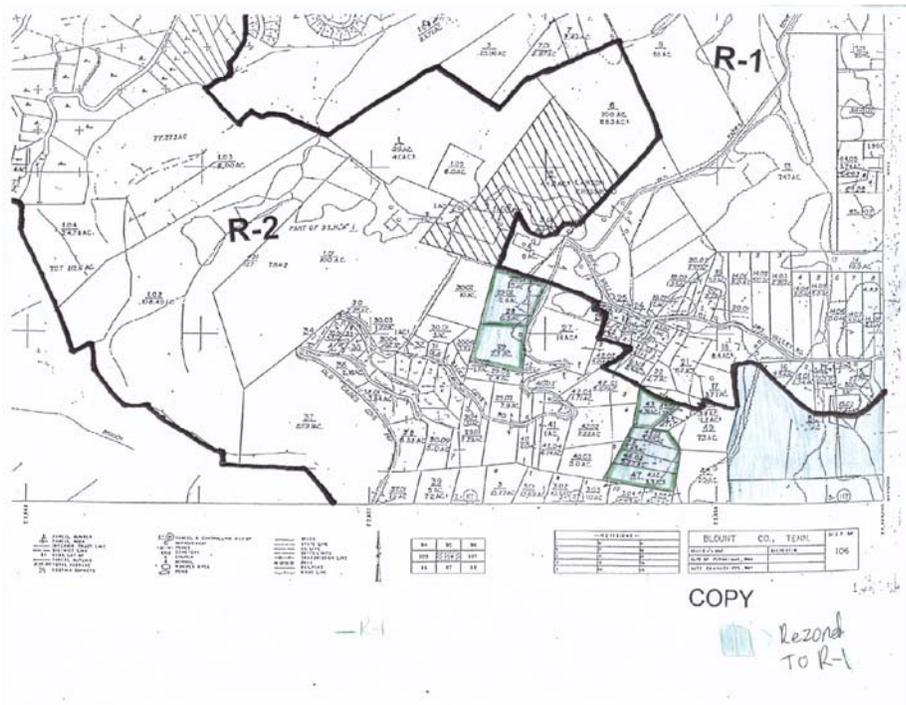
**A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-1(Rural District 1) to RAC2(Rural Arterial Commercial District 2) for property located at 4560 Sevierville Road at the intersection with Temple Road, the property is identified on tax map 029, parcels 109.00, part of 109.01, part of 109.02, and part of parcel 110.01.**



Copies of the Resolutions may be obtained at the offices of the Blount County Building Commissioner and Secretary to the County Commission, during regular office hours. Blount County does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d).

**NOTICE OF PUBLIC HEARING.** In accordance with Tennessee Code Annotated Sections 5-5-105 and 13-7-105, the Board of County Commissioners of Blount County, Tennessee, will convene and hold public hearing on September 8, 2015 at 6:15P.M., at the Blount County Courthouse Commission Meeting Room for the following proposed amendments to the Zoning Resolution of Blount County, Tennessee, being Resolution 00-06-010, and specifically the Zoning Map of Blount County, Tennessee.

**A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-2(Rural District 2) to R-1(Rural District 1) for property located at 830 Lequire Road, the property is identified on tax map 106, parcel 003.00.**



Copies of the Resolutions may be obtained at the offices of the Blount County Building Commissioner and Secretary to the County Commission, during regular office hours. Blount County does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d).

APPROVED:

Jerome Moon  
Commission Chairman

Ed Mitchell  
County Mayor

ATTEST:

Roy Crawford, Jr.  
County Clerk

**RESOLUTION No. 15-09-003**

**Sponsored by Commissioners Ron French and Brad Bowers**

**A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-2(Rural District 2) to R-1(Rural District 1) for property located at 830 Lequire Road, the property is identified on tax map 106, parcel 003.00.**

**BE IT RESOLVED**, by the Board of Commissioners of Blount County, Tennessee, in session assembled this 17<sup>th</sup> day of September, 2015:

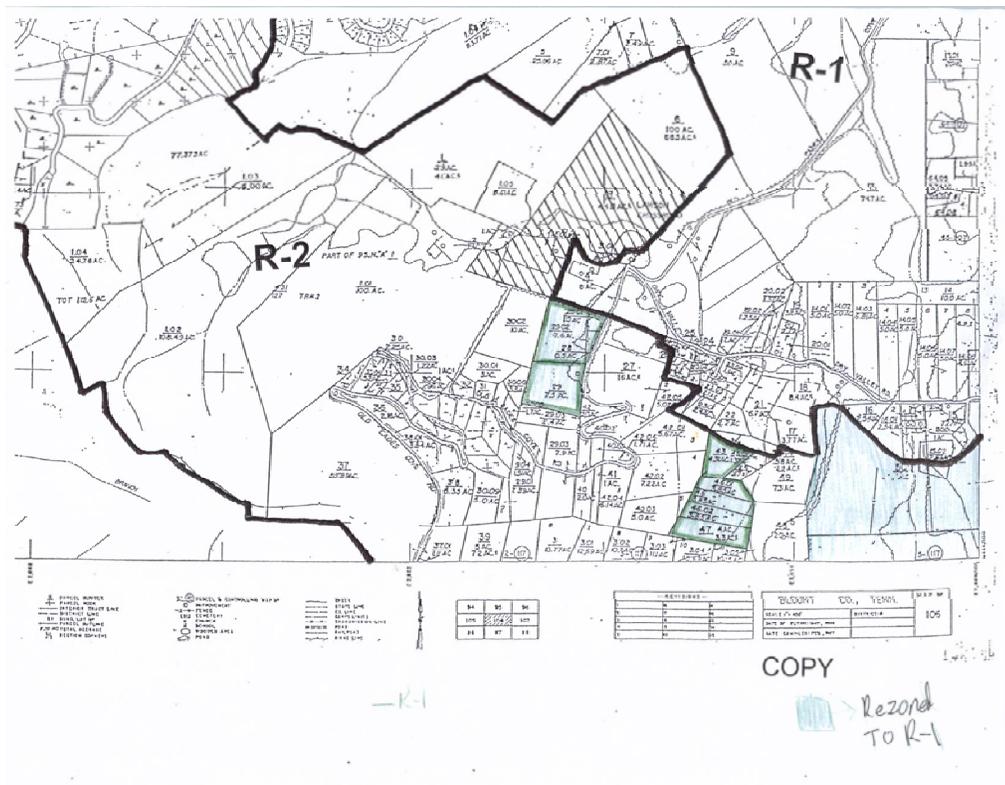
**WHEREAS**, the legislature of the State of Tennessee has enabled Blount County to adopt and amend zoning regulations, including a zoning map, in Tennessee Code Annotated Section 13-7-101, *et seq.*, and

**WHEREAS**, the Board of Commissioners of Blount County, Tennessee adopted zoning regulations, including the Zoning Map of Blount County, Tennessee in Resolution 00-06-010 **A RESOLUTION ADOPTING ZONING IN BLOUNT COUNTY PURSUANT TO SECTIONS 13-7-101, ET SEQ., OF THE TENNESSEE CODE ANNOTATED**, and

**WHEREAS**, it is desired to amend the Zoning Map of Blount County, Tennessee.

**NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF BLOUNT COUNTY, TENNESSEE**, to adopt the following:

**A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-2(Rural District 2) to R-1(Rural District 1) for property located at 830 Lequire Road, the property is identified on tax map 106, parcel 003.00, shown hatched on the following map.**



**BE IT FURTHER RESOLVED THAT THIS RESOLUTION SHALL BE IN FORCE AND BECOME EFFECTIVE UPON ITS ADOPTION, THE PUBLIC WELFARE REQUIRING IT.**

**CERTIFICATION OF ACTION**

**ATTEST**

\_\_\_\_\_  
Commission Chairman

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

\_\_\_\_\_  
County Mayor

\_\_\_\_\_  
Date

# Memo

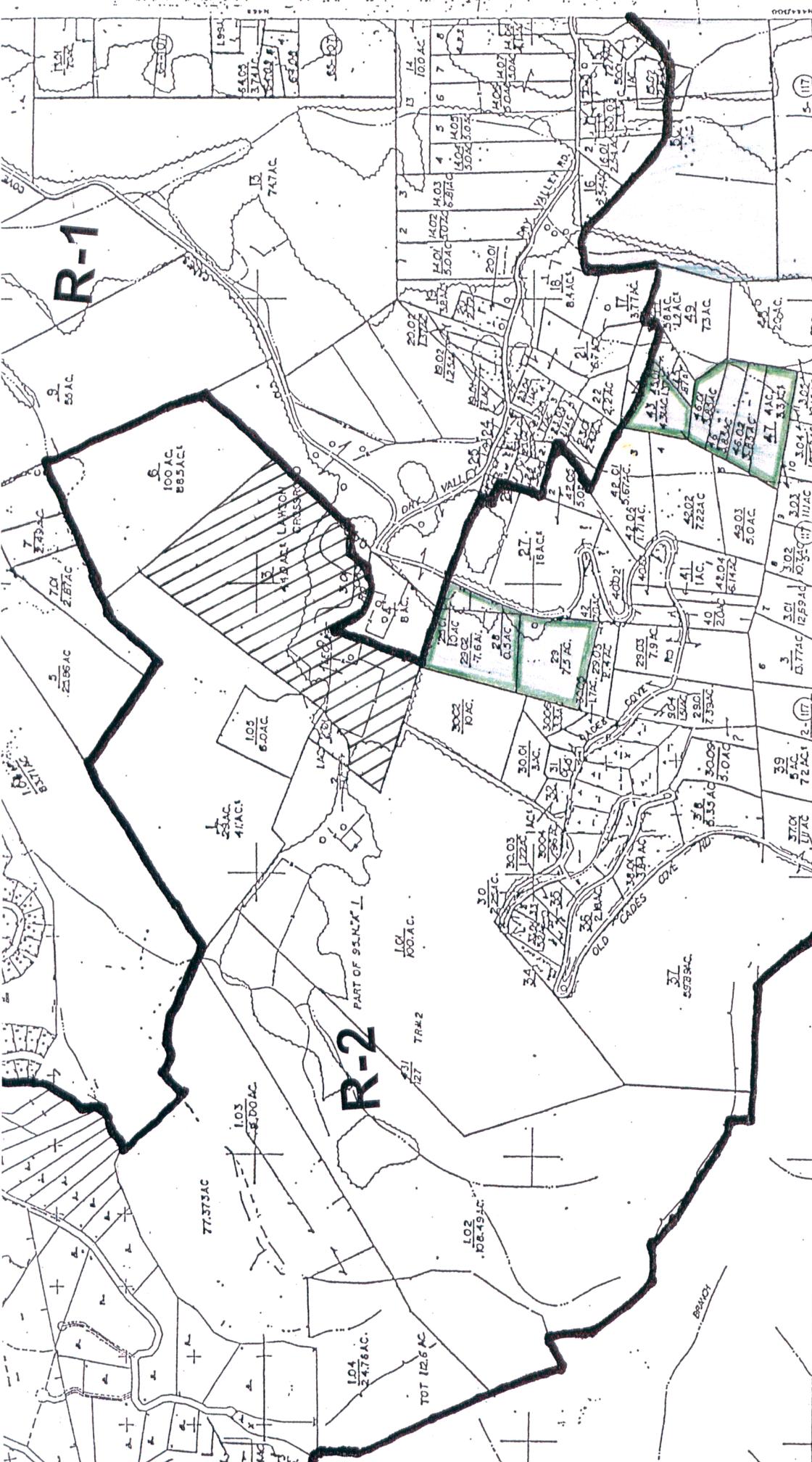
**To:** Blount County Planning Commission  
**From:** Building Commissioner  
**CC:** Other planning commissioner members and staff  
**Date:** 7/15/2015  
**Re:** Rezoning Request at 830 Lequire Road.

---

**Background:**

The applicant is requesting that their property at 830 Lequire Road be rezoned from R-2 (Rural District 2) to R-1 (Rural District 1). The property is identified on tax map 106 parcel 003.00 and is approximately 44 acres.

The applicant has acquired this property by way of will. That will actually divides this property into three parcels, two that are approximately 5 acres a piece and are located on one side of Lequire Road, and the remaining 34 acres on the opposite side of Lequire Road. The applicant originally just wanted to rezone the two 5 acre tracts, but upon my review of the property the slope of this parcel does not meet or exceed the 30% that is used to establish the R-2 zoning classification. I explained this to the applicant and they would like to pursue rezoning the complete 44 acres. I do not have separate parcel numbers for the lots that were created by will, but is still shown as one complete parcel. I have hatched the property hatched on the maps included in this report. I have also indicated the approximate location of the property line created by will. This property does abut properties that are currently zoned R-1.



R-1

R-2

BLOUNT	CO., TENN.	MAP #
SCALE 1" = 40'	DISTRICT	106
DATE OF PLATING	DATE	
DATE COMPLETED	DATE	

REVISIONS	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

34	35	36
105	106	107
37	38	39

- 31.00 PARCEL & CONTROLLING MAP #
- 31.01 IMPROVEMENT
- 31.02 EASEMENT
- 31.03 EASEMENT
- 31.04 EASEMENT
- 31.05 EASEMENT
- 31.06 EASEMENT
- 31.07 EASEMENT
- 31.08 EASEMENT
- 31.09 EASEMENT
- 31.10 EASEMENT

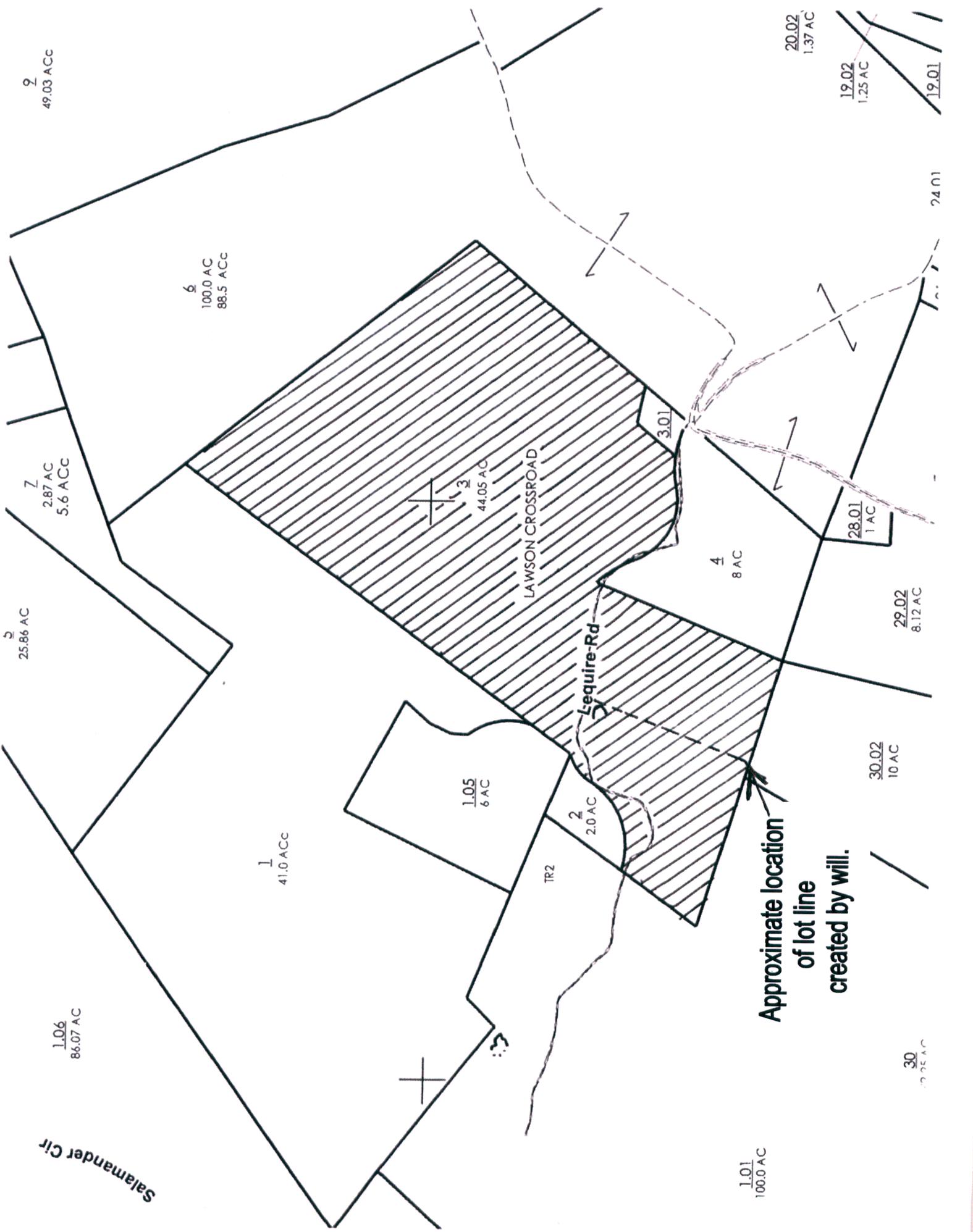
- 32.00 PARCEL & CONTROLLING MAP #
- 32.01 IMPROVEMENT
- 32.02 EASEMENT
- 32.03 EASEMENT
- 32.04 EASEMENT
- 32.05 EASEMENT
- 32.06 EASEMENT
- 32.07 EASEMENT
- 32.08 EASEMENT
- 32.09 EASEMENT
- 32.10 EASEMENT

- 33.00 PARCEL & CONTROLLING MAP #
- 33.01 IMPROVEMENT
- 33.02 EASEMENT
- 33.03 EASEMENT
- 33.04 EASEMENT
- 33.05 EASEMENT
- 33.06 EASEMENT
- 33.07 EASEMENT
- 33.08 EASEMENT
- 33.09 EASEMENT
- 33.10 EASEMENT

COPY

Record  
TO R-1

R-1



Approximate location  
of lot line  
created by will.

Salamander Cir

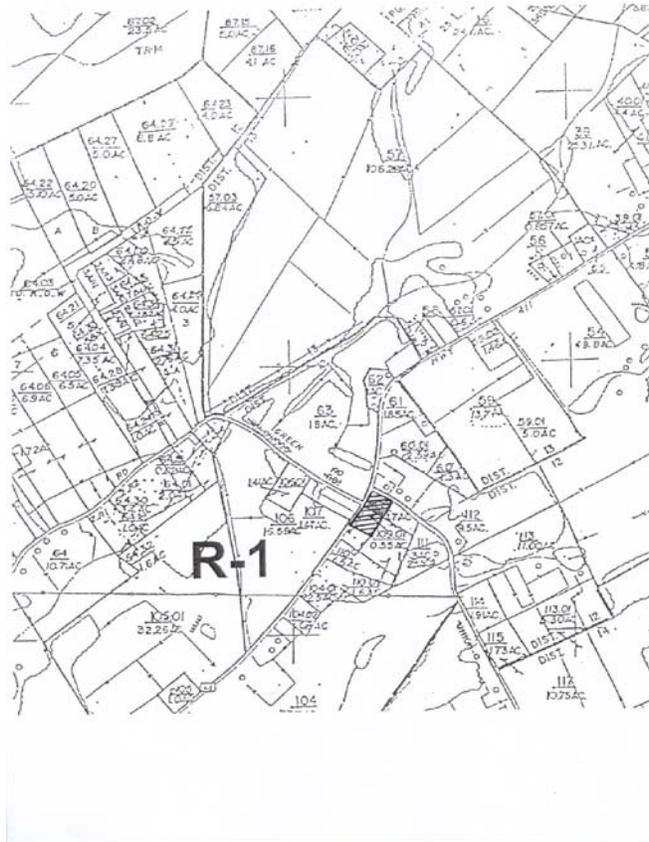
LAWSON CROSSROAD

Lequire-Rd

TR2

**NOTICE OF PUBLIC HEARING.** In accordance with Tennessee Code Annotated Sections 5-5-105 and 13-7-105, the Board of County Commissioners of Blount County, Tennessee, will convene and hold public hearing on September 8, 2015 at 6:00P.M., at the Blount County Courthouse Commission Meeting Room for the following proposed amendments to the Zoning Resolution of Blount County, Tennessee, being Resolution 00-06-010, and specifically the Zoning Map of Blount County, Tennessee.

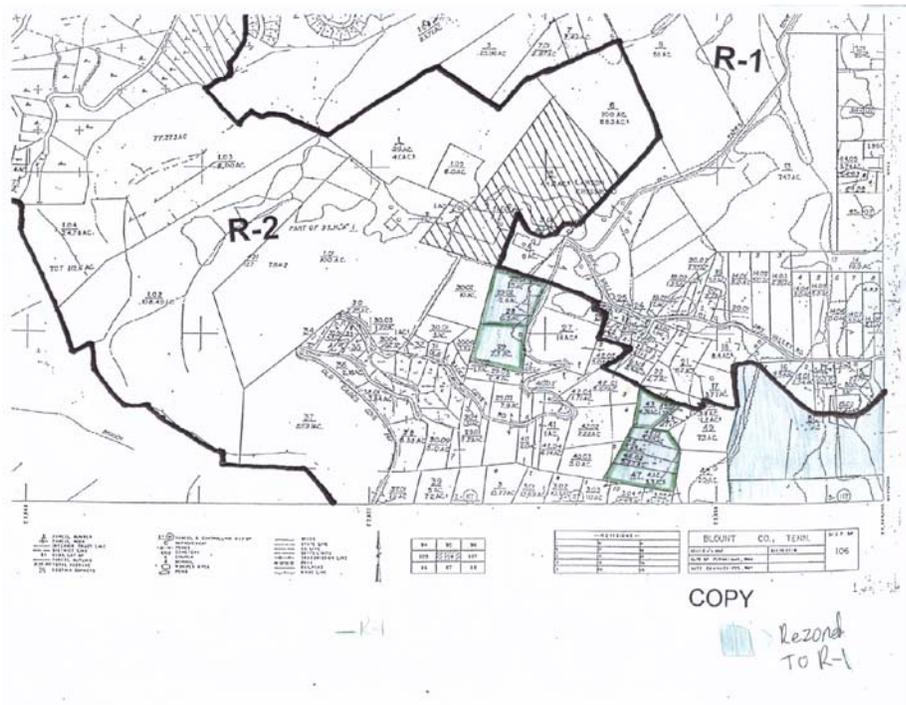
**A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-1(Rural District 1) to RAC2(Rural Arterial Commercial District 2) for property located at 4560 Sevierville Road at the intersection with Temple Road, the property is identified on tax map 029, parcels 109.00, part of 109.01, part of 109.02, and part of parcel 110.01.**



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**A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-2(Rural District 2) to R-1(Rural District 1) for property located at 830 Lequire Road, the property is identified on tax map 106, parcel 003.00.**



Copies of the Resolutions may be obtained at the offices of the Blount County Building Commissioner and Secretary to the County Commission, during regular office hours. Blount County does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d).

APPROVED:

Jerome Moon  
Commission Chairman

Ed Mitchell  
County Mayor

ATTEST:

Roy Crawford, Jr.  
County Clerk

**RESOLUTION NO. 15-09-005**

SPONSORED BY: Commissioner Tom Stinnett; Commissioner Mike Caylor; Commissioner Mike Lewis;  
Commissioner Gary Farmer

**A RESOLUTION TO ADOPT A BENEFIT PLAN DESIGN AND PREMIUM STRUCTURE FOR BLOUNT COUNTY EMPLOYEES AND RETIREES EFFECTIVE JANUARY, 1, 2016.**

**WHEREAS**, the Blount County Human Resources and Insurance Committee met on August 27, 2015; and made the recommendation to adopt a new benefit plan design and premium structure effective January 1, 2016 for the Blount County Government employee insurance plan.

**WHEREAS**, the Plan Design changes are as follows:

- \$750 Individual Deductible/\$1500 Family Deductible
- \$4,000 Out of Pocket Maximum

**WHEREAS**, the Prescription changes are as follows:

- Tier 1 - \$10 (Generics)
- Tier 2 - 30% (Maximum of \$60)
- Tier 3 - 40% (Maximum of \$100)
- Tier 4 - 50% (Maximum of \$200)

**WHEREAS**, the Monthly Premium structure is as follows:

	<u>Employer Premium</u>	<u>Employee Premium</u>	<u>Total Premium</u>
• Employee Only	\$425.00	\$85.00	\$510.00
• Employee + Spouse	\$975.00	\$200.00	\$1,175.00
• Employee + Child(ren)	\$975.00	\$175.00	\$1,150.00
• Family	\$975.00	\$225.00	\$1,200.00

**WHEREAS**, if both spouses work within the County, the maximum Employee Premium to be paid will be the family premium. The Employer premium will be budgeted for every eligible employee who elects coverage.

**WHEREAS**, the approval of the recommended plan design and monthly premium structure, is necessary for the annual October open enrollment process and selection of benefits by Blount County employees and current/future retirees.

**NOW, THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 17<sup>th</sup> day of September, 2015, that the recommendation of the Blount County Human Resources and Insurance Committee to adopt the benefit plan design and monthly premium structure for Blount County employees and retirees effective January 1, 2016 is hereby approved.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKES EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.**

**CERTIFICATION OF ACTION**

**ATTEST**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

\_\_\_\_\_  
County Mayor

\_\_\_\_\_  
Date

**Blount County Government**  
**Human Resources/Insurance Committee Minutes**

Tuesday August 18, 2015 5:00 PM  
Room 430 Blount County Courthouse

Members Present: Mayor Ed Mitchell, Commissioners Mike Lewis, Tom Stinnett, Mike Caylor, Gary Farmer, Grady Caskey, Human Resource Insurance Committee Member David Murrell, Register of Deeds Phyllis Crisp, Highway Superintendent Bill Dunlap, Sheriff James Berrong

Members Absent:

Others Present: Human Resources Director Jenny Morgan,  
Benefits Coordinator Jodie King

**Input on Items on the Agenda**

Rebecca Dickenson, President of BECA spoke to the committee regarding a short survey that was submitted to the school employees regarding employee benefits.

**Revenue and Expenditures regarding Benefits**

Jenny Morgan discussed the spreadsheet of revenue and expenditures regarding benefits by each line item to the committee. The revenue for July 2014 to June 2015 was \$17,603,767.17 and the expenditures for July 2014 to June 2015 was \$19,644,850.52; showing a shortage of revenue by \$2,041,083.35 for the fiscal year 2014-2015. Bill Dunlap made the request to have presented to the committee each month the revenue and expenditures regarding the benefits. Gary Farmer would like to know why some months of the expenditures are much higher than other months. Jenny stated she would have this information available to the committee via email on a monthly basis going forward.

**Benefit Plan Design and premium structure changes for 2016 plan year**

Cole Harris with CBIZ recapped a summary of the carrier recommendations that will be presented to full commission on August 20, 2015 and discussed the recommended alternative to the 2016 plan design to the committee. Bill Dunlap had several questions that was shared to the committee and answered by Cole Harris and Jenny Morgan.

Mayor Mitchell made the motion to vote on the alternative plan design that was presented and seconded by Tom Stinnett. Grady Caskey made an amendment to the motion to change the out of pocket maximum from \$4,000 to \$2,500 and seconded by Tom Stinnett. Mayor Mitchell did state his motion did not include current retirees.

A roll call vote was taken on the amendment: (change the out of pocket maximum from \$4,000 to \$2,500)

Stinnett-yes	Murrell-no	Farmer-no	Crisp-no
Caskey-yes	Caylor-no	Dunlap-yes	Berrong-no
Mitchell-no	Lewis-no		

**Motion for the amendment failed 7 no and 3 yes.**

Roll call vote was taken for the original motion made by Mayor Mitchell: (alternative plan design)

Stinnett-yes	Murrell-no	Farmer-no	Crisp-no
Caskey-yes	Caylor-no	Dunlap-no	Berrong-no
Mitchell-yes	Lewis-yes		

**Original motion failed 3 yes and 7 no.**

Sheriff Berrong made the motion to vote on the alternative plan design changing the out of pocket maximum to \$3,000 and seconded by Tom Stinnett. Gary Farmer made an amendment to the motion to change the employee contribution to \$75.00 monthly. Sheriff Berrong rescinded his original motion and changed the motion to:

- vote on the alternative plan design
- with an out of pocket maximum to \$3,000 and
- no tobacco surcharge and
- employee contribution to \$75.00 monthly

The motion was seconded by Tom Stinnett. Bill Dunlap made an amendment to the motion to add back the tobacco surcharge and seconded by Tom Stinnett.

A roll call vote was taken on the amendment:

Stinnett-yes	Murrell-no	Farmer-no	Crisp-yes
Caskey-yes	Caylor-yes	Dunlap-yes	Berrong-yes
Mitchell-yes	Lewis-yes		

**Motion for the amendment passed 8 yes and 2 no.**

Mayor Mitchell made the motion to leave the plan premiums for retirees the same as what they currently pay but anyone who retires after July 1, 2016 will pay current premiums as the employees and the retiree spouse will only remain on the plan up to 10 years after the retiree has aged off or has deceased and seconded by Tom Stinnett. (The maximum age for dependents is still 65 for spouses and 26 for children.)

A roll call vote was taken on the motion:

Stinnett-yes	Murrell-no	Farmer-absent	Crisp-yes
Caskey-no	Caylor-yes	Dunlap-yes	Berrong-yes
Mitchell-yes	Lewis-yes		

**Motion passed 7 yes and 2 no and 1 absent.**

Cole Harris discussed to have an audit completed from Humana on claims for the past 2 years.

Bill Dunlap made the motion for the audit to be completed and seconded the Mayor Mitchell.

A roll call vote was taken on the motion:

Stinnett-yes	Murrell-absent	Farmer-absent	Crisp-yes
Caskey-yes	Caylor-yes	Dunlap-yes	Berrong-yes
Mitchell-yes	Lewis-yes		

**Original motion passed 8 yes and 2 absent.**

#### **Input on items not on the Agenda**

None

**Motion was made to adjourn at 7:05 PM**

**Blount County Government**  
**Human Resources/Insurance Committee Minutes**

Thursday August 27, 2015 12:00 PM  
Room 430 Blount County Courthouse

Members Present: Mayor Ed Mitchell, Commissioners Mike Lewis, Tom Stinnett, Mike Caylor, Gary Farmer, Human Resource Insurance Committee Member David Murrell, Register of Deeds Phyllis Crisp, Highway Superintendent Bill Dunlap, Sheriff James Berrong

Members Absent: Commissioner Grady Caskey

Others Present: Human Resources Director Jenny Morgan,  
Benefits Coordinator Jodie King

**Input on Items on the Agenda**

Ken Nelson spoke to the committee regarding employee benefits.

**Benefit Plan Design and premium structure changes for 2016 plan year**

Tom Stinnett made the motion to vote on the alternative plan design that was presented by CBIZ at the August 18, 2015 meeting and seconded by Mayor Mitchell. Sheriff Berrong made an amendment to the motion to remove the tobacco surcharge until a wellness plan is in place and seconded by Gary Farmer.

A roll call vote was taken on the amendment: (to remove the tobacco surcharge)

Stinnett-no	Murrell-yes	Farmer-yes	Crisp-yes
Caskey-absent	Caylor-yes	Dunlap-yes	Berrong-yes
Mitchell-no	Lewis-no		

**Motion for the amendment passed 6 yes; 3 no; 1 absent.**

Sheriff Berrong made a motion to include the retirees at the same premium structure as employees and seconded by Bill Dunlap.

Roll call vote was taken on the motion: (to include retirees at the same premium structure as employees)

Stinnett-yes	Murrell-yes	Farmer-yes	Crisp-yes
Caskey-absent	Caylor-yes	Dunlap-yes	Berrong-yes
Mitchell-yes	Lewis-yes		

**Motion passed 9 yes and 1 absent.**

Gary Farmer made a motion if both county employees are married and eligible for family coverage, the employee can elect to family premiums but for budget purposes each employee will be counted and seconded by Mike Caylor.

A roll call vote was taken on the motion:

Stinnett-yes	Murrell-yes	Farmer-yes	Crisp-yes
Caskey-absent	Caylor-yes	Dunlap-yes	Berrong-yes
Mitchell-yes	Lewis-yes		

**Motion passed 9 yes and 1 absent.**

A roll call vote was taken on the original motion: (alternative plan design as presented without tobacco surcharge, retirees same premium structure as employees and both county employees)

Stinnett-yes	Murrell-no	Farmer-yes	Crisp-yes
Caskey-absent	Caylor-yes	Dunlap-yes	Berrong-yes

Mitchell-yes                      Lewis-yes

**Original motion passed 8 yes and 1 no and 1 absent. To be presented to full Commission.**

**Motion was made to adjourn at 12:51 PM**

**RESOLUTION NO. 15-09-006**

SPONSORED BY: Commissioner Tom Stinnett; Commissioner Mike Caylor; Commissioner Mike Lewis

**A RESOLUTION TO ESTABLISH PLAN DESIGN CHANGES AND PREMIUM STRUCTURES FOR BLOUNT COUNTY RETIREE INSURANCE**

**WHEREAS**, the Blount County Human Resources and Insurance Committee met on August 18, 2015 to discuss benefit plan design and premium structure changes;

**WHEREAS**, the Committee made a recommendation to allow current retirees to continue to pay the current premium structure and anyone who retires after July 1, 2016 will pay the same premium structure as the employees;

**WHEREAS**, the Committee also made a recommendation to allow the dependents of the retiree to remain on the plan no more than 10 years after the retiree has either aged off the plan or died;

**WHEREAS**, the maximum age a dependent can be carried on the insurance plan is 65 for a spouse and 26 for a child;

**WHEREAS**, these changes will be effective January 1, 2016.

**WHEREAS**, the current retiree premium structure is as follows:

- Employee \$25.00 Monthly
- Employee + Spouse \$150.00 Monthly
- Employee + Child(ren) \$125.00 Monthly
- Family \$175.00 Monthly
- Spousal Surcharge \$50.00 Monthly
- Spousal Surcharge \$250.00 Monthly

(If the spouse is employed and has medical insurance coverage available through their employer, the retiree will have to pay an additional \$50 per month in addition to their medical premium in order to leave them on their medical plan through Blount County Government. -OR- If their employer pays an incentive for them not to enroll in their medical plan, and the retiree choose to leave them on their medical plan through Blount County Government, the retiree will pay an additional \$250 per month in addition to their regular monthly medical premium.)

**NOW, THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 17<sup>th</sup> day of September, 2015, that the recommendation of the Blount County Human Resources and Insurance Committee is hereby approved.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.**

**CERTIFICATION OF ACTION**

**ATTEST**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

\_\_\_\_\_  
County Mayor

\_\_\_\_\_  
Date

**RESOLUTION NO. 15-09-007**

SPONSORED BY: Commissioner Tom Stinnett; Commissioner Mike Caylor; Commissioner Mike Lewis;  
Commissioner Grady Caskey

**A RESOLUTION TO AUTHORIZE THE HUMAN RESOURCES DIRECTOR TO INITIATE AN AUDIT ON ALL  
MEDICAL INSURANCE CLAIMS PROCESSED BY HUMANA FOR THE PAST 2 YEARS**

**WHEREAS**, the Blount County Human Resources and Insurance Committee met on August 18, 2015;

**WHEREAS**, it is deemed to be in the best interest of Blount County to conduct an audit on the medical claims processed by Humana;

**NOW, THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 17<sup>th</sup> day of September, 2015, that the recommendation of the Blount County Human Resources and Insurance Committee to have an audit of medical claims processed by Humana for the past 2 years to be started on or before January 1, 2016 and to be completed in a timely matter is hereby approved.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.**

**CERTIFICATION OF ACTION**

**ATTEST**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

\_\_\_\_\_  
County Mayor                      \_\_\_\_\_  
Date



# Blount County Government

## Human Resources Department

*Jenny Morgan*

Director of Human Resources

397 Court Street

Maryville, Tennessee 37804

Phone: 865/273-5781

Fax: 865/273-5783

[jmorgan@blounttn.org](mailto:jmorgan@blounttn.org)

[www.blounttn.org/hr](http://www.blounttn.org/hr)

**TO: All County Commissioners**

**RE: Audit of Medical Claims Processed by Humana**

**DATE: August 31, 2015**

At the Human Resources and Insurance Committee meeting on Tuesday, August 18<sup>th</sup>, Cole Harris from CBIZ Benefits and Insurance Services of Tennessee discussed conducting an audit of medical claims processed by Humana. The Committee recommended the County conduct an audit of medical claims processed by Humana over the last 2 years to be started on or before January 1, 2016.

Included in your packet are 3 proposals from companies who can conduct a comprehensive audit of this nature on our behalf.

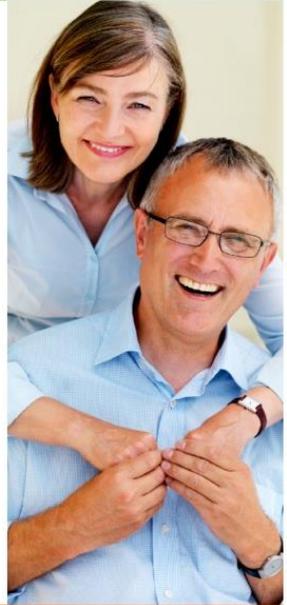
- HMS (This is the recommended company to conduct the audit)
- CBIZ
- MedReview

If you have questions after reviewing the information, please don't hesitate to contact me via email at [jmorgan@blounttn.org](mailto:jmorgan@blounttn.org) or via phone at 865-273-5781.

Thank you,

A handwritten signature in blue ink that reads "Jenny Morgan".

Jenny Morgan



**Blount County Government**



## Medical Plan Audit

Date: August 25<sup>th</sup>, 2015

CBIZ Benefits & Insurance Services of TN  
1 Franklin Square  
9648 Kingston Pike (Suite 8)  
Knoxville, TN 37922  
(865) 251-5143

Health Management Systems (HMS)  
900 Circle 75 Pkwy (Suite 650)  
Atlanta, GA 30339  
(678) 689-0822



# CLAIMS AUDIT PROPOSAL

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  - TANYA HENRY, DIRECTOR OF PROGRAM MANAGEMENT ..... 12
  - FAWN EDWARDS, QUALITY ANALYST ..... 13
  - JENNIFER POSEY, AUDIT ACCOUNT COORDINATOR ..... 13
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# Introduction

8/25/2015

HMS Employer Solutions is pleased to present a proposal to **Blount County Government** describing our claim audit capabilities. The objective of the audit is to conduct a post-payment review of medical claims processing by Humana.

HMS is extremely qualified to help Blount County achieve its objectives. Our staff consists of professionals with expertise in all aspects of healthcare claims administration and auditing. With today's environment, marked by increasing healthcare costs, it is essential that Blount County have an effective claim auditing program to determine the accuracy of its Claims Administrator.

HMS audits claims for more than 5 million members representing more than \$1 billion in healthcare claims each month and has served numerous private and public sector clients, such as Ford Motor Company, Goodyear Tire and Rubber, Ameren, and National Grid. We'd be glad to provide Blount County with some of these quality references to contact in order to gain a direct understanding of our process, approach, and culture.

HMS will leverage our existing audit capability with an approach that integrates technology and a comprehensive manual auditing methodology. HMS also assists in monitoring the recovery efforts of all carriers. Our team has handled significant data between carrier and client, and we pride ourselves on both satisfying our partners and developing long-term relationships.

Our unique delivery approach will provide Blount County with the following benefits:

- ▶ A performance indicator of claims administration
- ▶ The potential for recovery of claim overpayments
- ▶ Valuable insight to improve the accuracy of future claims administration, directly leading to lower healthcare costs
- ▶ A baseline of performance standards

As the following pages will show, we hope you find that HMS's audit approach fits with Blount County's objective. We appreciate the opportunity to present this proposal and look forward to possibly working with your group.



Steve J. Noury, MHP  
National Sales Director – HMS  
[snoury@hms.com](mailto:snoury@hms.com)  
(678) 689-0822

# 1. General Claims Audit Process

## 1.1 High Level Overview

**Exhibit 1** presents an outline of our claims audit process—planning and data gathering, in-house audit, onsite audit, reporting, recovery, and closeout. Each phase is described in detail in the remainder of this section.

**Exhibit 1** ▶ *Claim Audit Process*



## 1.2 Planning and Data Gathering Phase

The project will begin with a kickoff meeting. During that meeting, a process overview will be provided in order to ensure that Blount County objectives are fully understood and defined. Blount County main involvement point will be during the planning and data gathering phase of the audit. During this phase, key documentation will be requested, and contracts will need to be signed. One of the most critical components at the beginning of the audit will be to work with Humana to negotiate how the audit will be executed. Most carriers have varying levels of restrictions on a client’s right to audit. HMS will work with Blount County to help negotiate terms that allow its audit objectives to be achieved.

We will collect information from both Blount County & Humana. From the carrier, we will request data files, including medical claims and historical enrollment in the “source system” format. We will also ask the carrier to complete an audit questionnaire that includes general claims processing information and guidelines from the carrier as well as details on how claims are processed for Blount County. All of this documentation provides the information necessary to execute the audit. From Blount County, we will request plan design documentation, historical enrollment data, historical long-term disability data, historical COBRA data, historical Workers’ Compensation data, and the completion of a brief audit questionnaire. We use the information obtained to make certain that Humana is following the guidelines previously agreed upon by both parties.

We use MAX™, our end-to-end proprietary technology solution, to support every step of the audit process. Advanced technology enables us to identify payment inconsistencies by an Administrator.

## 1.3 In-House Audit Phase

Upon receipt of data and information from both Blount County and Humana, HMS will complete a comprehensive data analysis and scrubbing process utilizing MAX, which is divided into the four sections described below:

- ▶ **Administrative.** These tools enable management to assign auditing and verification responsibilities, review the statistical status of the audit (how much has been identified and verified by module), keep a project journal, and maintain data tracking and project logs.
- ▶ **Data scrubbing.** These tools support the creation of unique individual IDs and verify that the incoming data is thorough and usable as well as a few other post audit “cleanup” functions.
- ▶ **Auditing.** These tools provide auditors with access to audit and verification screens.
- ▶ **Reports.** These tools provide a wide range of post-audit reports for the support of the final verification stage.

We can easily provide a demonstration of our tool set during a face-to-face meeting or via a web conference.



Our process assigns a unique personal identifier (PID) to each person covered under the Plan, regardless of the number of different policies on which that individual appears. Name changes and other data errors can cause the same person to appear as multiple people. Our unique proprietary PID process will address and remedy this common problem.

During this phase, HMS may need Blount County to verify key plan information or enrollment data to ensure an accurate audit. SmartFilters™, which range from relatively simple database queries to highly complex combinations of nested queries with custom-written code, will flag potential suspect claims for manual review by our experienced team of auditors.

MAX presents each suspect claim to the auditor in a unique screen that provides the data and research tools necessary to make decisions regarding the processing of the claim. This second level of review allows our auditors to determine if a claim was processed correctly.

When the first and second-level reviews are completed, all suspect claims will be verified by a quality analyst, enabling another level of review that allows the analyst to choose the claim sample. This sample will be created based on Blount County specific objectives.

**Exhibit 2** provides some examples of the 150 SmartFilters that are customized and processed against the claims data as our first level of review.

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**Exhibit 2** ▶ *Common SmartFilters*

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Payment Error Type	Description
<b>Coding and Claim Entry</b>	<ul style="list-style-type: none"> <li>▶ Review for obsolete and invalid codes, procedure, and diagnosis.</li> <li>▶ Review for gender mismatch, procedure, and diagnosis.</li> <li>▶ Review for diagnosis and procedure mismatch.</li> <li>▶ Review for patient age mismatch, procedure, and diagnosis.</li> <li>▶ Review bundling/unbundling to identify charges.</li> </ul>
<b>Duplicate Payments</b>	<ul style="list-style-type: none"> <li>▶ Review each claim line to identify services incorrectly billed and paid more than once.</li> </ul>
<b>Enrollment</b>	<ul style="list-style-type: none"> <li>▶ Review to verify that a patient is the dependent on file and that claims were processed prior to the termination date.</li> </ul>
<b>Coordination of Benefits (COB)</b>	<ul style="list-style-type: none"> <li>▶ Review to ensure that benefits are properly coordinated with Medicare and other insurance, if applicable.</li> <li>▶ Identify subrogation and/or work-related claims.</li> <li>▶ Review medical claims against Workers' Compensation claims to determine duplicate payments.</li> <li>▶ Review medical claims against pharmacy claims to determine duplicate payments.</li> </ul>
<b>Authorizations</b>	<ul style="list-style-type: none"> <li>▶ Review to ensure that the treatment plan was required to be filed and that prior authorization was required.</li> </ul>
<b>Pricing</b>	<ul style="list-style-type: none"> <li>▶ Determine if proper contractual discounts were applied.</li> <li>▶ Review for proper fee schedule application.</li> <li>▶ Review for appropriate modifier payment reductions.</li> </ul>
<b>Benefit Parameters</b>	<ul style="list-style-type: none"> <li>▶ Validate the proper applications of member's co-payments, deductibles, coinsurance and out-of-pocket maximums.</li> <li>▶ Review to ensure that proper limitations were applied to benefits.</li> <li>▶ Review for payment made on non-covered services.</li> <li>▶ Determine if the claim was filed during the defined timely filing period.</li> </ul>

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## 1.4 Onsite Audit Phase

The onsite portion of the audit, which will be conducted at Humana's claim office, will ensure that claims are being properly administered. Our auditors will use MAX to complete the onsite review and to validate potential overpayments. Throughout the onsite portion of the audit, HMS will present potential overpayments to the carrier for review, and the carrier will provide feedback on our findings indicating agreement or disagreement. **HMS has an average carrier acceptance rate of more than 90%.**



Every facet of HMS Employer Solutions' claims audits (including the onsite portions) are conducted exclusively by our highly trained auditors. Unlike other auditing firms, HMS does not contract any part of the auditing process to a third party.

## 1.5 Reporting Phase

When the onsite portion of the audit is complete and all input has been received from the carrier, HMS will provide a Draft Audit Report, including a report of statistics on the various overpayment types along with recommendations for improvement. This report will also typically include follow-up activities as well as a detailed listing of any overpayments that should be placed into the carrier's recovery process. After the carrier provides feedback to the Draft Audit Report, any outstanding discrepancies are addressed. HMS will then issue a Final Audit Report. When the Final Audit Report has been reviewed, we will conduct a conference call with all parties to discuss the audit process, results, outstanding issues, recommendations for improvements, and the recovery process. Throughout the entire audit process, we will provide status reports and/or hold status conference calls that will highlight key accomplishments since the last status report, upcoming tasks, and any issues that are creating a delay in the process.

## 1.6 Recovery and Closeout Phase

HMS will assist Blount County in tracking the recovery efforts of the overpayments identified as a result of the audit. The recovery process is initiated when the onsite portion of the audit is complete. A status of the recovery efforts is requested again with the issue of the Draft Audit Report as well as the Final Audit Report. **HMS will continue to assist Blount County with recovery tracking for up to six months after the audit is complete.**

## 2. Audit Approaches

The following sections describe our 3 service options for review. Based on the time (5 years) that Blount County has been with Humana, and considering that an audit has never been conducted, **HMS recommends the Comprehensive Approach for Blount County**

### 2.1 Comprehensive Audit - Overpayment Recovery & Compliance

The Comprehensive Audit achieves objectives related to overpayment recovery and compliance and due diligence. With the comprehensive audit, 100% of all claims are reviewed using a multi-tier process. First, all claims paid during the audit period are received from the carrier and reviewed electronically utilizing our SmartFilters™ technology. Next, the suspect claims are then reviewed by our team of auditors, who have an average of 20 years experience each. Once the initial auditor review is completed, all suspect claims will be verified by a Quality Analyst. Then, the sample claims will be compiled to maximize the recovery potential. The judgment on payment accuracy must be made on the actual, not extrapolated results. A comprehensive audit has the ability to identify systemic processing errors if they exist and offer recommendations for improvement. A comprehensive approach would include the largest sample size allowed according to your ASO agreement.



HMS has the technology to run a true full comprehensive audit for 100% of all claims. Many auditing firms are only capable of performing a random audit.

### 2.2 Random Sample Audit - Compliance

This random sample audit approach can be used whenever overpayment recovery is not the primary objective. The random sample audit accomplishes objectives related to compliance and due diligence. The audit reviews a sample of claims selected on a stratified basis; the result is statistically valid and could be extrapolated across the entire population of claims. However, carriers will not refund any monies based on extrapolated results. Recoveries are possible only from specifically identified overpayments from the random sample.

### 2.3 Hybrid Audit Approach

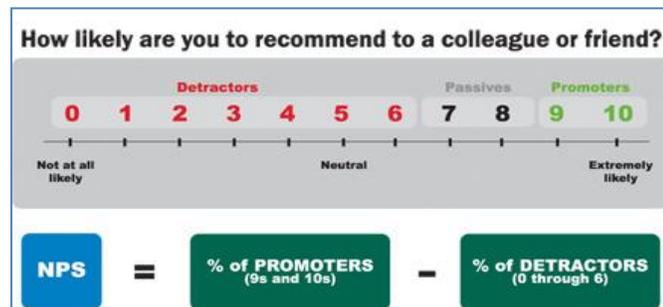
The hybrid audit approach is a combination of random and comprehensive audits. We select a portion of the sample in a random fashion and use the balance of the sample to select

comprehensive claims with a high probability of being overpaid. This approach provides both a statistical view of payment accuracy and the ability to seek recovery of overpayments.

### 3. Customer Service

We place the highest emphasis on customer service and satisfaction. HMS uses the Net Promoter Score to measure the quality of service that our customers receive as well as their loyalty to our services. Customers respond on a 0-to-10 point rating scale and are categorized as follows:

- ▶ **Promoters** (score 9-10) are loyal enthusiasts who will keep buying and refer others, fueling growth.
- ▶ **Passives** (score 7-8) are satisfied but unenthusiastic customers who are vulnerable to competitive offerings.
- ▶ **Detractors** (score 0-6) are unhappy customers who can damage your brand and impede growth through negative word-of-mouth.



HMS’s most recent survey put our NPS score ranks us next to some of the most highly revered companies in the nation such as:

NPS Leaders - U.S. 2011

- ▶ USAA
- ▶ Trader Joe's
- ▶ Wegmans
- ▶ Costco
- ▶ Apple

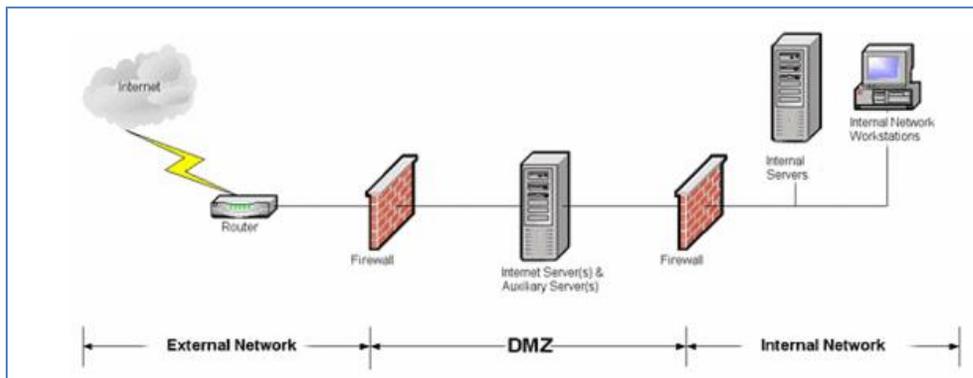
### 4. Security

HMS takes security very seriously. Our facility, processes, and technology are fully HIPAA compliant. Protecting your privacy and personal information is a priority for HMS. Our experience in dealing with sensitive information has allowed us to develop a comprehensive privacy and security policy. Our processes fully comply, and often exceed, the privacy and security mandates set forth by the Health Insurance Portability and Accountability Act (HIPAA),

Employee Retirement Income Security Act (ERISA), and the Federal Trade Commission (FTC). We are committed to keeping sensitive information secure.

## 4.1 Information Technology Security

HMS's computer systems are regulated and secured to meet the exacting standards that are needed to handle sensitive data. Our systems are protected from external attacks by our state of the art firewall and segmented computer networks (see diagram below). HMS Employer Solutions systems contain password policies that ensure passwords are complex enough to be secure, and that they are changed often. Laptops are not used for dependent audits; access to data is restricted to specific users on our internal servers. Backups of our data are kept in an access-controlled vault offsite with a bonded and insured data storage company. Any electronic communication of sensitive data utilizes the Secure Sockets Layer (SSL) protocol, the same technology used by many commercial banks. Our IT professionals regularly audit our system logs for any unauthorized use of our systems. In addition, individual workstations used by call center representatives and auditors have restricted capabilities. These workstations are unable to print, send external e-mail or view external websites.



## 4.2 Physical Security

HMS controls its physical environment with badge entry systems. These systems allow us to only grant access to the areas of the building that are relevant to each employee's position. Our physical security is also enhanced by alarm systems, surveillance cameras, and other methods which cannot be disclosed.

## 4.3 Employee Security

All HMS employees undergo extensive background checks prior to joining our team. Each employee also receives ongoing training and supervision to ensure that they are complying with HMS Employer Solutions’ Security and Privacy Policy.

Additional security measures are also in place but cannot be specifically disclosed due to their sensitive nature. If you have any questions regarding our Security or Privacy Policy, please contact us.

## 4.4 HIPAA

HMS is fully compliant with all HIPAA requirements. Protected Health Information (PHI) is always secured. We take extra effort to “mask” the identity of the patient by assigning each covered member a personal identifier (PID). Throughout the audit process, the claims are associated with a PID rather than the name of a specific individual.

HMS has developed and follows extensive policies and procedures related to HIPAA and data security.

## 5. Audit Fee Structure (Fixed)

HMS recommends a Comprehensive Audit Approach for Blount County, although we have quoted all 3 approaches. The following pricing does not include any travel costs associated with the audits. On average, travel costs (fully documented and provided) are typically in the \$3,500 range (includes 2 auditors on-site for one week). There are no travel costs associated with the Random Approach.

<b>Carrier</b>	<b>Audit Type</b>	<b>Price</b>
<b>Humana</b>	<b>Comprehensive</b>	<b>\$41,151</b>
<b>Humana</b>	<b>Hybrid</b>	<b>\$39,411</b>
<b>Humana</b>	<b>Random</b>	<b>\$28,275</b>

## 5.1 Timeline

The following is a general time frame for conducting an audit:

- ▶ Planning and Gathering Data: 10–20 days
- ▶ In-house Audit: 15 days
- ▶ Onsite Audit: 40 days
- ▶ Reporting: 30–45 days

Since HMS is heavily dependent upon the cooperation of the carrier, this timeline can vary. In particular, the carrier's provision of the claims data and the scheduling of the onsite portion of the audit could delay the project beyond these guidelines. However, HMS Employer Solutions' experience in working with all national carriers enables us to predict and mitigate potential delays.

## 6. Your HMS Team

All customers and their projects are of utmost importance to HMS. The HMS Project team will comprise highly experienced professionals, each with a set of impressive credentials that include critical skills and talents required for this project. This team has synergy, commitment, and experience that cannot be replicated in the healthcare auditing industry. Biographies are listed below for the key individuals who will be responsible for completing the audit. Team members will be assigned to the project as needed, based on workflow and project timing.

### Doug Williams, President – Commercial Division

Mr. Williams is an experienced Sales, Marketing, and Operations Executive with more than 27 years of experience in health care consulting and strategic planning and information technology. As Vice President of the Employer Solutions division, Mr. Williams brings in-depth experience in a variety of leadership and operational roles. He is responsible for revenue and sales on a national level, including the vision, strategy, operations, and executive leadership for product offerings with new and emerging markets. As an integral part of the HMS team since 2013, Mr. Williams has created additional markets and product options and has moved the Sales team into national territories for improved focus and accountability.

### Tanya Henry, Director of Program Management

Tanya Henry has 15 years of experience in health insurance. Prior to joining HMS, Tanya Henry was employed by The Rawlings Company for 10 years, specializing in the settlement of

subrogation and COB claims, including no-fault automobile insurance, bodily injury settlements, product liability, medical malpractice, homeowners liability, and mass torts. Ms. Henry's prior clients included Aetna, United Healthcare, Cigna, Anthem, Tufts Health Plan, and HealthNet.

Ms. Henry will function as an Audit Account Coordinator for this project. Her duties and responsibilities will include oversight of all claim audit projects, internal project setup, and management and business technical liaison.

## **Fawn Edwards, Quality Analyst**

Fawn Edwards has more than 16 years of experience in health insurance. Most recently, she was employed by The Rawlings Company for 9 years, specializing in the identification and recovery of overpaid claims, training and mentoring employees, and supporting the Business division by overseeing quality control testing. She was also employed by Humana, Inc. for 5 years where her roles included processing medical claims, training new employees, and reviewing high-dollar claims prior to adjudication to ensure proper payments. Ms. Edwards' areas of expertise include federal Medicare law and the standard NAIC guidelines. Her prior clients include Aetna, United Healthcare, PacifiCare, HealthNet, HIP of New York, Anthem Southeast, and CareFirst BC/BS.

Ms. Edwards will function as an Audit Account Coordinator for this project. Her duties and responsibilities will include oversight of all claim audit projects, internal project setup, and management and business technical liaison.

## **Jennifer Posey, Sr. Project Manager**

Jennifer Posey has 16 years of experience in health insurance. Before joining the HMS team, she was practice manager for a specialty physician group. Ms. Posey was responsible for all insurance coding and billing, insurance payments, appeals, and collections. She also managed the day-to-day operations of the practice and trained new employees.

Ms. Posey will function as Sr. Project Manager for this project. Her duties and responsibilities will include oversight of the claim audit project, client/administrator contact, status and progress reporting, internal project setup, reporting, and recovery tracking.

## **Angela Travis, Audit Operations Manager**

Angela Travis more than 15 years experience in medical claims billing, processing and auditing. Her major strengths lie in accurately adjudicating claims, system training, policy updates, and third-party billing including Medicare and Commercial Insurance. Before joining the HMS

team, Angela worked for companies such as Aetna and The Rawlings Company specializing in the identification and recovery of overpayments and Coordination of Benefits including both Medicare and commercial payers. Her areas of expertise include Federal Medicare Law and NAIC guidelines.

Ms. Travis will function as an Audit Manager for this project. Her duties and responsibilities will include oversight of the claim audit team, status and progress reporting to the internal project team, assistance with audit implementation, and recovery tracking.

## **Teena Amick, Senior Claims Auditor**

Ms. Amick has been in the medical industry for 34 years. Working for companies such as Cal-Western Insurance, UFCW and The Rawlings Company and specializing in the identification and recovery of overpaid claims, medical claims processing, and Coordination of Benefits. Currently, Ms. Amick is a Lead Auditor with HMS where her responsibilities include training and mentoring the audit staff, development of audit specifications for clients, as well as providing assistance to the project management staff.

For this project, Mrs. Amick will function as the Lead Auditor. Teena will be responsible for auditing and identifying possible overpayments. She will also assist in the development of auditing specifications where plan specific customizations are required in the project and initial audit verification.

## **Ben Schy, IT Director**

Ben Schy is the Senior Systems Engineer of HMS Employer Solutions. In this role, Ben will assist the audit account coordinators, as needed, in interpreting complex data layouts or unusual project requirements. Mr. Schy is the primary designer and implementer of our auditing applications and is an expert on the supporting databases on which all applications rely. Prior to this position, he was a software engineer at Tellabs where he tested system integration of digital cross-connect products, including system start-up, functionality, and performance tests. As an embedded software engineer, Mr. Schy gained extensive process experience while testing, designing, and implementing C and C++ code for a multiplatform handheld cable testing unit.

## **Steve Klimesh, IT Operations Manager**

Steve Klimesh has more than 12 years of experience in information and security systems gained through employment with Hewlett Packard, Swiss Air, Inacom Information Systems, and ExecuTrain. Primary responsibilities have included maintaining data integrity and loss prevention.

For this project, Mr. Klimesh will be responsible for all technology processes, procedures, and support.

## 7. Firm History & Experience

HMS is a wholly owned subsidiary of HMS Holdings Corp. HMS is the nation's leader in cost containment solutions for government-funded, commercial, and private entities.

Focused exclusively on the healthcare industry since our founding, HMS helps our clients ensure that healthcare claims are paid correctly and by the responsible party, and that those enrolled to receive program benefits meet qualifying criteria. By deploying our proven approaches, HMS recovers in excess of \$1 billion for our clients every year, and saves them billions of dollars more in erroneous payments.

### 7.1 Firm Background

In 2010, two leading healthcare cost-containment firms joined forces to create HMS Employer Solutions. This newly formed division of HMS combines the distinguished personnel and advanced technology from each company, making it one of the most experienced providers of cost-containment services within the industry. The staff of HMS Employer Solutions' focus is to help self-insured employers reduce the ever-increasing cost of providing healthcare insurance to their employees. We accomplish this through a series of compliance-related services that include but are not limited to: random and comprehensive medical, dental and pharmacy claims audits, pharmacy program reviews, operational reviews, dependent eligibility verification, population management reporting/data warehousing and network discount and disruption analysis.

Since 2001, clients have saved over \$3 billion through our auditing services. More information about HMS can be found on the corporate website, [www.hms.com](http://www.hms.com).

### 7.2 Key Differentiators

HMS has a unique blend of knowledge and technology that will provide Blount County Residential with maximum results. The following are a few key traits that set HMS apart from other auditing firms and consultants:

- ▶ **Staff experience/no subcontractors.** Our team comprises individuals with vast experience in healthcare. Our expertise encompasses claims payment, provider contracting, customer service, enrollment, and internal audits. Seventy-five percent of our staff has experience in auditing while employed by an Administrator or other audit firm,

and our team members have an average of more than 20 years of experience. At HMS, we do not use subcontractors. All of our audits are performed by our seasoned in-house HMS Employer Solutions experts, which promotes an efficient and safe environment for sensitive claims data.

- ▶ **Advanced technology.** MAX supports every step of the audit process. Initially, we scrub data to ensure that “good data in” produces “good data out.” Each covered member is uniquely identified, a process that includes grouping individuals who are covered under multiple plans or policies. We review all data to ensure proper interpretation. Codified fields are cross-referenced against industry-standard values. Where nonstandard codes are used, we request clarification from the Administrator. We have developed dedicated software that ensures that the auditor is provided with legible screens and that all related information is available during the audit. Our fully portable, advanced technology, a system that we use both in-house and onsite, enables us to identify payment inconsistencies by an Administrator.
- ▶ **Methodology.** We use a well-defined methodology that has been tested and continually updated to ensure maximum results. We employ comprehensive checklists during each phase of a project to ensure that it is completed accurately and in a timely manner. All of the checklists are integrated into our MAX system. Our methodology is customized for the unique processes by which each national Administrator pays claims and the common problems that are often seen with specific Administrators.
- ▶ **Electronic and manual review.** We review claims both electronically and manually. Every claim is run against applicable SmartFilters™ to identify potential payment issues, and the issues are reviewed manually by experienced auditors. After the initial review, we use a two-step verification process that includes a review by both an auditor and a quality analyst. This blend of electronic and manual review is incorporated into all types of claim audits, including random sample audits.
- ▶ **Security.** We take the protection of Protected Health Information (PHI) very seriously. Only employees who have a “need” to use PHI to perform their role in the audit will have access to that data, with security achieved through a combination of limiting access to directory structures and password-protecting files. Upon receipt of data, we assign a PID to each covered individual. From that point on, PHI is not a component in the audit because we rely solely on the PID, and PHI is never insecurely transmitted via email. We adhere to the following security measures to minimize the potential loss of personal and company data:

PGP Whole Disk Encryption is used to lock down the entire contents of a laptop, including boot sectors, system, and swap files. Strong password policies are enforced, and passwords are changed on a regular basis.

All sensitive files are password protected and encrypted before being shared electronically, and file audits are performed on an ongoing basis to ensure data integrity.

Cable locks are used to secure laptops at all times.

- ▶ **“Above and Beyond” customer service.** We will provide written status reports at a frequency acceptable to Blount County—weekly, biweekly, or monthly. We are also available upon request to provide “spur of the moment” updates on an as-needed basis.
- ▶ **Healthcare specialization.** At HMS, we focus on healthcare auditing. Our entire staff is highly trained to provide these specific services. We do not employ generalists who jump from one project to another, a singular focus that creates the best possible results for our clients, who continue to return to us year after year.

## 7.3 Auditing History

HMS has worked with many different clients, from private and public sector companies to Fortune 500 companies and government organizations. Each of these relationships requires us to be flexible and work with the organization’s unique needs. The following are a few examples of the clients with whom we have worked in recent years:

- ▶ Missouri based agribusiness company (21,000 employees)
- ▶ Missouri based utility company (9,500 employees)
- ▶ Ohio-based auto supplier (80,000 employees)
- ▶ New Jersey hospitality company (33,200 employees)
- ▶ New Jersey car rental company (30,000 employees)
- ▶ Nationwide restaurant chain (18,000 employees)
- ▶ Nationwide telecommunications provider (40,000 employees)

As is apparent, our clients have a large range of employees. For every one of our clients, HMS has always provided a positive Return on Investment—no matter the population size. We would be glad to provide more history upon request.

## 7.4 Claims Administrator Experience

HMS has completed audits of the following well-known Claim Administrators as well as several others:

- ▶ Anthem
- ▶ Aetna
- ▶ BCBS (all 50 states)
- ▶ Benesight
- ▶ BioScript
- ▶ HealthGuard
- ▶ Humana
- ▶ Independent Health
- ▶ JF Molloy
- ▶ John Deere Health

- ▶ Caremark Rx
- ▶ CBCA
- ▶ CDPHP
- ▶ Cigna
- ▶ CMS
- ▶ Coventry
- ▶ Definity (now ANTHEM/BC BS NY)
- ▶ Express Scripts
- ▶ Fallon
- ▶ Great West Life
- ▶ Harvard Pilgrim
- ▶ HCH
- ▶ Health New England
- ▶ Lumenos (now Anthem)
- ▶ Medco
- ▶ MedImpact
- ▶ MetLife
- ▶ MMSI
- ▶ MVP
- ▶ NCAS
- ▶ Pacificare (now UHC)
- ▶ Pharmacare
- ▶ Principal
- ▶ RMSCO
- ▶ Unicare
- ▶ United Healthcare

## 8. Additional Services

HMS helps self-insured employers reduce the ever-increasing cost of providing healthcare benefits to their employees through a series of compliance-related and cost containment services that include:

- ▶ Dependent Eligibility Audits
- ▶ Population management reporting/data warehousing
- ▶ Medical Bill Audits
- ▶ Active Plan Management Program
- ▶ VDSA (Voluntary Data Sharing Agreements)
- ▶ Financial Reconciliation
- ▶ Network Cost Analysis and Disruption Analysis



**August 20, 2015**

**Proposal for Health Claims Audit for**

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# **Blount County Government**

**Provided by**

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**PHYLLIS HOFF  
MANAGING DIRECTOR, BENEFITS COMPLIANCE  
CBIZ ACCOUNTING, TAX & ADVISORY OF ST. LOUIS, LLC  
625 MARYVILLE CENTRE DRIVE, STE. 200  
ST. LOUIS, MO 63141  
314-692-5887  
[PHOFF@CBIZ.COM](mailto:PHOFF@CBIZ.COM)**



Your Business Just Got Easier.





## FIRM BACKGROUND

As the nation's fastest emerging outsourced business services company, CBIZ is one of the nation's leading accounting service providers, brokers of employee benefits and property & casualty insurance, and valuation firms with nearly 4,000 employees nationwide. We specialize in business advisory services, human resources consultation, valuation, employee benefits, compensation, financial services, recruiting, payroll and more. CBIZ offers a totally new concept in providing business services. We are the total business resource; complete, comprehensive, flexible, experienced and prepared to meet the needs of your organization. Our mission is to be the leading provider of integrated business services and products to business America.

The St. Louis office of CBIZ, operating as CBIZ Accounting, Tax & Advisory of St. Louis, LLC will service this project.

Our mission is to bring the highest quality business and professional advisory services into the realm of affordability for many individuals, companies and other organizations. CBIZ is a business and financial advisory company that provides compensation and benefits consultation; human resources consultation; personal and corporate tax preparation and consultation; accounting and financial information services; business valuation; healthcare consultation; state and local tax consultation; and personal financial planning. CBIZ meets and anticipates the needs of organizations, given the environment in which they compete.

The Benefits Compliance division of CBIZ Accounting, Tax & Advisory of St. Louis, LLC teams with CBIZ Human Capital Services, also in St. Louis, which serves as the national Human Capital Advisory Services consulting headquarters for CBIZ. The St. Louis office, founded in 1991, developed the Benefits and HR consulting practice in 1993 and became part of CBIZ in 1998. Key Benefits and HR experts are based at this location and provide services from coast to coast.





## ABOUT CBIZ

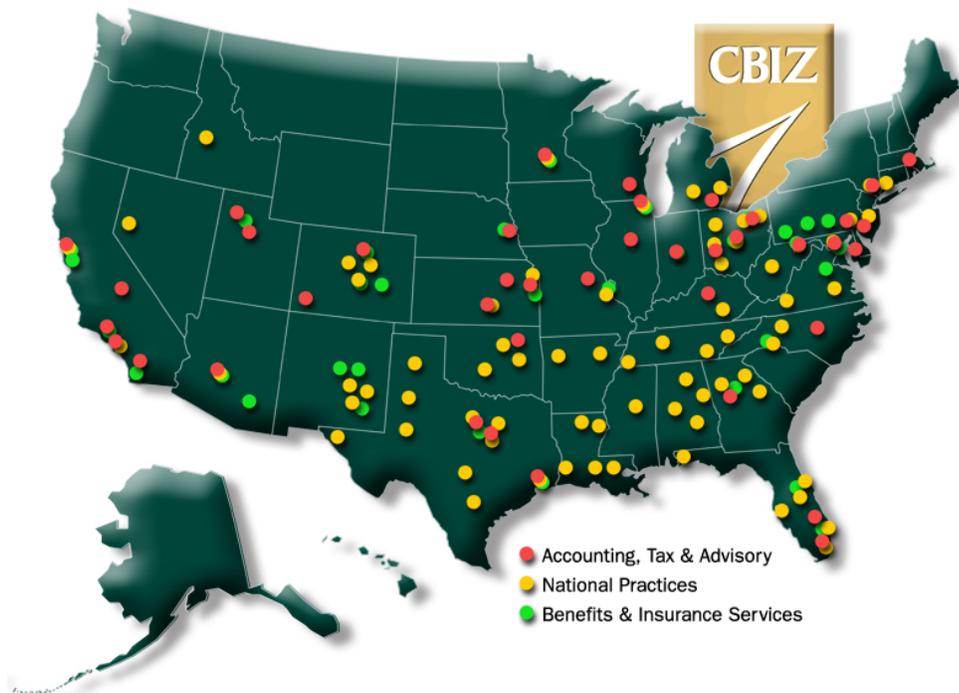
### Multiple Services with a Single Focus: Your Success

CBIZ, with offices in major cities throughout the country, is one of the nation's leading providers of outsourced business services, including accounting and tax, benefits and insurance, and a wide range of consulting services.

### CBIZ Facts

- ✓ #1 benefits specialist in the U.S.
- ✓ 9<sup>th</sup> largest accounting firm in the U.S.
- ✓ One of the largest valuation firms in the U.S.
- ✓ Nearly 4,000 employees nationwide
- ✓ Attest services may be provided by MHM, LLC, a national, independent CPA firm
- ✓ Publicly traded on NYSE (CBZ)

### CBIZ Locations



Your Business Just Got Easier.



## REFERENCES

### References for similar completed engagements are as follows:

Nancy B. Coons  
**The Boler Company**  
500 Park Blvd, Suite 1010  
Itasca, IL 60143-1285  
(630) 773-9111

CBIZ performed a full electronic and analytical review, audit and exception item validation of health care claims paid by the Third Party Administrator for a two year time frame involving 65 audit categories. These reviews consisted of cash flow balancing, on-site review and validation, review of administrative service agreements, provider discount agreements, etc. CBIZ reviewed the cost and accuracy of this process and delivered an extensive executive report, which detailed the outcome of the audit, describing methodology, findings and recommendations of the project supported by various claims analysis reports and accompanying exhibits.

Mr. Robert Sanders (Now with Centene Corporation at (314) 725-4477)  
Director – Benefits  
**Peabody Group**  
701 Market Street, Suite 700  
St. Louis, MO 63101-1826  
(314) 342-7762

CBIZ performed electronic and analytical reviews, audits and exception item validations of health care claims paid by the Third Party Administrator. These reviews consisted of cash flow balancing, on-site review and validation, review of administrative service agreements, provider discount agreements, etc. CBIZ reviewed the cost and accuracy of this process and delivered an extensive executive report, which detailed the outcome of the audit, describing methodology, findings and recommendations of the project supported by various claims analysis reports and accompanying exhibits.





## REFERENCES (CONT'D)

Ms. Laura Parr  
**Romacorp, Inc.**  
1700 Alma Drive, Suite 400  
Plano, TX 75075  
(214) 343-7845

CBIZ performed a targeted sample approach health claims audit of the self-funded medical plan. CBIZ delivered a high level report of findings and recommendations.

Mr. David Harvey – CEBS  
Sales Associate  
**International Foundation of Employee Benefit Plans**  
18700 West Bluemound Road  
Brookfield, WI 53045  
(262) 373-7634

For the above client, CBIZ performed a review of third party contractual allowance and settlement estimates, testing the validity of employee health claims and assessing the adequacy of IBNR reserves for external reporting purposes, including the annual financial statement audit.





## OUR TEAM

### **Experienced Professionals**

We have assembled a team of top industry professionals and support personnel who are highly skilled and experienced to service this project. Because CBIZ maintains a dynamic, challenging career environment we have been able to attract and retain the best talent. And, to ensure you consistently receive the highest level of competence we conduct ongoing training and personnel development.

### **Your Designated Team**

This team, assembled specifically for this project, possesses the technical skills and knowledge to provide you with exceptional professional service. We will assist your team to achieve your complete satisfaction with minimal disruption to your operations. Following are the team members responsible for performing this project and their respective roles:

Phyllis Hoff, CEBS, Managing Director  
Overall Project Manager

Ms. Hoff's practice focuses on services such as:

- ERISA Compliance
- Health Claims Audits
- Eligibility Audits
- Benefits Consulting and Communication
- Form 5500 Compliance
- Nondiscrimination Testing

Kevin Nussbaum  
Consulting Partner

Ryan Kuryla  
Supervising Senior Consultant

Brief resumes of the team are included on the following pages. Other qualified professionals and administrative staff will assist the project team.





# PHYLLIS HOFF, CEBS

## *Managing Director*

### **Qualifications:**

Ms. Hoff has over forty years experience in the employee benefits field including defined benefit plans, defined contribution plans and welfare plans that include payment of health and life insurance claims.

### **Professional Profile:**

Ms. Hoff joined CBIZ in 1996. She is the Managing Director of the Benefits Compliance Group and leads the **5500 PROS** division. She specializes in employee benefits and ERISA reporting as well as disclosure requirements. Her responsibilities include auditing health plan claim payments, dependent eligibility audits, preparation of Form 5500, non-discrimination testing and general benefits consulting in all areas of employee benefits. Ms. Hoff has developed national level exposure for the firm through seminars and speaking engagements including The International Society of Employee Benefit Specialists, Thompson Interactive, a division of Thomas Publishing Group, and most recently Park Avenue Presentations. She provides compliance, marketing and service support to clients.

Prior to joining CBIZ, Ms. Hoff was the Human Resource Department Supervisor with the Granite City division of National Steel Corporation. In this position Ms. Hoff was responsible for supervising the administration of the internal health claims operations, as well as the administration of their defined benefit and defined contribution plans which involved several union plans.

### **Education and Credentials:**

- Certified Employee Benefit Specialist - CEBS
- Licensed Life & Health Insurance Broker – Illinois and Missouri

### **Professional Affiliations:**

- Employee Benefits Association of St. Louis
- International Society of Certified Employee Benefits Specialists – Past President of the St. Louis Chapter
- Advocacy Board of Directors and Retirement Committee for the Family Resource Center
- Board member of the St. Louis chapter of the American Society of Pension Professionals and Actuaries (ASPPA)





# Kevin Nussbaum

## *Vice President of New Client Development*

### **Qualifications:**

Kevin is the VP of new client development and is primarily responsible for attracting and retaining large clients. Kevin has almost 30 years of experience in management consulting in a variety of areas. He has worked with many large clients in solving complex problems, involving multi-disciplinary teams. Prior to CBIZ, Kevin spent several years with Arthur Andersen & Co. and specialized in bank mergers, compensation & benefits, and personal financial planning.

### **Expertise:**

- Management Consulting
- Compensation & Benefit Strategies
- Growth Strategy Consulting
- Client Experiences
- Affordable Care Act Strategies

### **Experience:**

- Responsible for CBIZ Large Client Team which focuses on attracting and serving large clients in multi-disciplinary fashion.
- Responsible for new business efforts and client retention.
- While at CBIZ, Kevin ran the local accounting practice and the National Human Capital Practice.
- Created the Andersen Compensation & Benefits Practice in the St. Louis office and was part of the National Specialty Team in this area.
- Involved with bank mergers and mergers in the healthcare industry.

### **Education and Credentials:**

- M.B.A., St. Louis University
- B.S. in Accounting and Finance, Southern Illinois University

### **Professional Memberships and Offices:**

- Certified Public Accountant (CPA)
- Certified Financial Planner (CFP)
- Certified Employee Benefit Specialist
- Member, Missouri Society of Certified Public Accountants (MSCPA)
- Member, American Institute of Certified Public Accountants (AICPA)
- Member, Society of Certified for Human Resource Management
- Board Member, Lutheran Family and Children's Services
- Employee Benefit Association of St. Louis





# RYAN KURLA

## *Supervising Senior Consultant*

### **Qualifications:**

Mr. Kurla has over eight years of professional experience in employee benefits compliance. His experience includes Form 5500 preparation for both welfare and retirement plans, benefit statement preparation, assistance with Section 125 and Section 105(h) non-discrimination testing, and dependent eligibility audits, and self-funded health claims audits.

### **Professional Profile:**

Mr. Kurla joined CBIZ in 2007, and is a senior consultant specializing in employee benefits and ERISA reporting and disclosure requirements. His responsibilities include preparation of Form 5500s, acting as the day-to-day liaison with clientele, and general consulting in employee benefits.

Mr. Kurla provides ERISA compliance support to clients across the country with respect to their benefit plans.

### **Education and Credentials:**

- University of Missouri – Columbia, 2007
  - MBA – Finance
- University of Missouri – Columbia, 2005
  - BS – Management
- Licensed Life & Health Insurance Broker - Missouri

### **Professional Affiliations:**

- Employee Benefits Association of St. Louis
- President, Red Shoe Society of Ronald McDonald House Charities of St. Louis





## PROJECT SCOPE

CBIZ is uniquely qualified to provide this proposal for a Health Claims Audit. The consultants who will provide the services requested have extensive experience in health & welfare plan administration and benefits compliance analysis.

In an effort to meet the objectives of Blount County Government, CBIZ will perform an analytical review and exception item validation study of health care claims paid by Humana Health Plan, Inc.

CBIZ will develop (based on Blount County Government's plan provisions) a detailed benefit-auditing matrix outlining benefit provisions for each condition including, but not limited to, the following:

- Assistant surgical reimbursement issues
- Multiple/bilateral surgical reimbursement issues
- Medical consistency exceptions
- Infertility treatment
- Additional coverage exclusions
- Deductible/co-payment and maximum application
- Potential excess hospital/medical surgical charges
- Potential fraud and abuse
- Payments for ineligible patients

These reviews are specifically designed to identify payments beyond specific benefit reimbursement levels and for non-covered services, as well as other specific exception conditions.

CBIZ will also perform a comprehensive review of Blount County Government's Administrative Services Agreement to ensure effective administration and enhancement of current provisions. CBIZ will prepare and deliver recommendations regarding effective administration, cost, performance standards, etc.





## PROJECT SCOPE (CONT'D)

*The following is a listing of areas that CBIZ will focus on during the Health Claims Audit:*

- Duplicate and Erroneous Claims Payments – CBIZ will perform level I, II and III duplicate and erroneous reviews at both the claim summary and claim detail (line item) level. Level I checks identify pure potential duplicate claims using a match on specified data fields. The final two levels incorporate additional data elements to identify complex duplicate claim exceptions and a variety of other erroneous claim conditions. The process also identifies situations involving potential provider gaming and medical inconsistencies, as well as incorrect reimbursement reductions for cases involving multiple/bilateral and assistant surgical claims. Upon completion of the various duplicate and erroneous reviews, a detailed line item manual analysis will be performed to identify non-errors and develop a final listing of potential exception items.
- Erroneous Payments/Benefit Levels – These reviews are specifically designed to identify payments beyond specific benefit reimbursement levels and for non-covered services, as well as other specific exception conditions.
- Other Party Liability – CBIZ will perform a variety of consistency and diagnosis-driven reviews to identify any situations where other group health coverage, Medicare, motor vehicle insurance or workers' compensation was primarily responsible for payment.
- Provider Payment Review – CBIZ will perform a comprehensive analysis to ensure that all negotiated preferred provider arrangements have been properly applied to Blount County Government overall health care utilization. CBIZ will identify any situations where Blount County Government may not have received full advantage of negotiated provider discounts and reimbursement arrangements. ***This review will be dependent upon access to provider contracts.***
- End Stage Renal Disease (ESRD) – CBIZ will complete a review designed to identify claims primarily payable under Medicare's ESRD disability provisions. A start of service date and projected Medicare disability date are calculated based upon Medicare ESRD regulations. Any claims paid beyond projected Medicare disability effective dates are categorized as potential exceptions.
- Cash Flow Balancing – CBIZ will perform cash flow balancing for approximately 3 months by comparing claims refunds to actual bank accounts provided by Blount County Government to identify any potential over-funding or misapplication of credit/refund processing issues.
- Other Areas of Concern – CBIZ will identify and address any other administrative or operational areas of concern impacting Blount County Government's employee health program.
- CBIZ will manually validate potential improperly paid claims.
- CBIZ will utilize the ASO agreement, Summary Plan Descriptions, years of professional claim experience, Medicare standards, state laws, etc. to verify proper adjudication of claims.
- CBIZ will evaluate and comment on each of our findings and include a recommendation for each.





## PROJECT SCOPE (CONT'D)

### Full Electronic Approach

With this approach, CBIZ will process a series of electronic reviews for all audit categories to access the claims most likely to result in refunds. CBIZ will perform a comprehensive line item manual review on-site to validate findings, eliminate non-errors, and produce a detailed listing of final claim payment exceptions. All final exception items audited will be reviewed with the medical insurance provider to obtain either agreement or disagreement on each recoverable exception issue.

1. Obtain and read the written plan documents, administration and other contracts pertaining to the health plans.
2. Make site visits to the Humana Health Plan, Inc. claims department.
3. Interview key staff at each site to document the systems in place to administer their duties, obligations and responsibilities, and the general flow of claim submission.
4. Identify checks and balances that are in place and how they are working.
5. Identify the communication processes in place between all parties.
6. Convert all critical claims information into a uniform CBIZ Integrated Claim Evaluation System claims auditing record for the purpose of performing the electronic audits and reviews. Convert additional fields when necessary.
7. Process a series of electronic reviews for all audit categories to access the claims most likely to result in refunds.
8. From the electronic output, analyze 2 years of paid claims history. This would typically produce approximately 300-500 processed claims that CBIZ would then manually perform the above tests on the maximum claims allowed of no more than 300 claims per your ASO agreement with Humana.
9. Identify claims with potential for refunds.
10. Manually validate potential improperly paid claims.
11. Perform several days of on-site audits of hardcopy and systems documentation, which will include a comprehensive line item manual review to validate findings, eliminate non-errors, and produce a detailed listing of final payment exceptions. All final exception items audited will be reviewed with Humana Health Plan, Inc. to obtain either agreement or disagreement on each recoverable exception issue.

CBIZ will deliver to Blount County Government an extensive executive report, which will detail the outcome of the audit, describing our methodology, findings, and recommendations of the project, supported by various claim analysis reports and accompanying exhibits. Our report will detail all claims identified as possible errors, and ultimate resolution of the same.





## TIMELINE

CBIZ will work with Blount County Government to develop a timeline that meets its needs.

A Health Claims Audit can typically be completed within 3 to 6 months. However, the timeframe is dependent on factors such as, the number of plans offered by the employer, the number of covered employees, the number of network providers, and the level of cooperation from Humana Health Plan, Inc.

This timeframe allows adequate time for CBIZ and Blount County Government to complete the necessary project steps.





## ADDITIONAL INFORMATION

CBIZ is uniquely qualified to provide Health Claims Audit Services. Our primary strength is our team. The consultants who will provide the services for this project are top industry professionals and support staff who are highly skilled and experienced in health & welfare plan administration and benefits compliance analysis. The key members of the project team consist of a group of experienced benefits professionals, and senior members of the team have been with CBIZ for over 15 years with combined 75 years of experience in benefits compliance areas. Additionally, the Project Manager has over 20 years of experience in paying claims for a self-funded, self-administered health plan for a large steel company.

CBIZ is also unique in that we offer the expertise of employee benefits and tax, accounting and audit professionals. We have benefits professionals who understand the technical compliance issues associated with benefits. We also have tax, accounting and audit professionals who understand benefits.

Our primary focus is to achieve the goals set forth by our clients by focusing our strategies of execution and professionalism, confidentiality, communication and being proactive with the ever changing regulations in the field of healthcare.

### CBIZ SERVICE PROMISE

We pledge to provide an exceptional service experience to every CBIZ client.

- **Individual Attention:** We will treat each client with the utmost care; we will develop and maintain a strong personal relationship; we will provide service with a commitment to professionalism, trust, and the highest level of personal and professional integrity.
- **Responsive:** We will respond to a client's urgent need immediately; we will return all voicemail and email communications within 24 hours; we will deliver and review all work products on a timely and as agreed basis.
- **Proactive:** We are committed to understanding the goals and needs of our clients, responding to such needs with our best service, advice, and products; we will strive to provide our clients with innovative solutions and opportunities to improve and grow their business.





## PROFESSIONAL FEES

CBIZ has built a reputation on our excellent client service with an emphasis on client confidentiality. Each team member involved with this project will voluntarily sign a separate confidentiality agreement.

Our professional fee structure is based upon standard hourly rates for consulting services. We have repeatedly found that our philosophy of utilizing highly experienced personnel allows us to provide effective and efficient services at a cost that represents an exceptional value. The following chart reflects our current hourly professional billing rates that are effective January 1, 2015.

<i>Personnel</i>	<i>Hourly Rate</i>
Directors	\$345
Managers	\$220
Professional and Administrative Staff	\$135 to \$185

Professional fees are charged for hours incurred, which are tracked for all projects. Professional fees and expenses will be billed on a monthly basis, detailing hours by person. Based upon the process identified herein, professional fees are estimated as follows:

<i>Project</i>	<i>Estimated Professional Fees*</i>
Full Electronic Approach	\$80,000 - \$100,000 <b>per unique plan design</b>

It is critical that we obtain the full support of management throughout this process, and with that assumption and the cooperation of the Humana Health Plan, Inc., we estimate completion of the project within 3 to 6 months time. **In the event that this project requires any on-site visits to the Network provider(s), additional professional fees for all travel expenses, as well as hourly billing rates will be charged.**

In addition to professional fees, we bill clients directly for expenses incurred. Items such as **travel**, mileage, etc. are considered expenses and will be billed as incurred and will not exceed 15% of total professional fees.





## ENGAGEMENT AGREEMENT

This Agreement confirms our understanding of the terms, nature and extent of the services we will provide in conducting a Health Claims Audit.

CBIZ Accounting, Tax & Advisory of St. Louis, LLC will be performing all projects based on information you provide to our consultants. Because we are not in the practice of law, you agree to have your legal counsel review any drafts, materials, reports, forms or documentation provided for legal compliance, and we will be happy to incorporate any suggested changes.

This engagement includes only those services specifically identified in this Agreement. For additional services that you may request, we will be glad to make separate arrangements. If the foregoing is in accordance with your understanding, please sign and date this Agreement in the space provided and return one copy to us.

### **CBIZ Accounting, Tax & Advisory of St. Louis, LLC**

*Phyllis Hoff*

Phyllis Hoff, CEBS  
Managing Director, Benefits Compliance

**Accepted: Blount County Government**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# BLOUNT COUNTY GOVERNMENT

## AUDIT PROPOSAL

*For A*

*Focused Financial and Administrative Performance*

*Medical Claim Audit*

*Of*

*Humana*

*August 2015*



812 South Broad Street, #14  
Thomasville, GA 31792  
Phone: 229.403.2644  
Fax: 229.227.1770



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## **BLOUNT COUNTY GOVERNMENT – KEY AUDIT CONSIDERATIONS**

MedReview, LLC (“MedReview”) is offering a comprehensive assessment of Humana to Blount County Government (“Blount County”). It is designed to deliver significant value to Blount County.

Audit findings will be presented within a detailed Audit Report.

Our **Focused Financial Audit** encompasses loading one hundred percent (100%) of the full claims population into our proprietary software targeting specific key performance accountabilities. Sample claims from error sets that are developed through our expert analytics are validated during a site visit at the claims administrator.

The audit is supported by a general **Operational/Administrative Review**.

Details of the financial arrangements, as well as all other terms of this project, are included in the **Letter of Engagement**, which also serves as the actual audit contract.

MedReview is prepared to implement the audit for Blount County immediately, with a projected audit timeline of ninety to one hundred twenty days from execution of our Letter of Engagement.

## **KEY BENEFITS BLOUNT COUNTY WILL RECEIVE**

Blount County will receive an objective, independent assessment of how accurately Humana is paying its medical claims. Tangible benefits include:

- **Reduced Cost of Plan Sponsorship**

Blount County will be made aware of overpayment errors and solutions to prevent recurrence.

- **Future Savings Opportunities**

Blount County will understand how key administrative competencies are being managed and how they influence the accuracy of adjudication and utilization outcomes. This will provide Blount County with an opportunity to take control of key policies and procedures that significantly impact future claim costs and member satisfaction. MedReview provides post audit support as requested by our clients and until our client is satisfied. Our final report includes recommendations to plan language to ensure the plan’s intentions are being adhered to and are not being overridden by the Standard Operating procedures of the Administrator.

- **Meaningful Fiduciary Assistance**

MedReview’s Operational/Administrative review of Humana will significantly assist Blount County in fulfilling its obligation to assure that Humana is accountable to the Plan and its participants.

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## CORPORATE BACKGROUND

Since its founding in 1998, MedReview has become one of the premier medical claims auditing firms in the country. We work with many of America's largest and most respected firms.

We professionally monitor, assess and report administrative performance results. Our ability to identify overpayments, as well as our ability to recommend more optimal operational procedures to lower future claim costs is unique in the industry. We have helped plan sponsors recover millions of dollars in overpaid claims.

Senior audit experts directly manage all key aspects of all engagements. Our audit reports are both statistical and consultative in nature and include detailed documentation supporting all error findings and all recommendations.

- Our clients are typically middle-market to large-market employers, ranging in size from 150 to 500,000 covered employees. Clients are often self-funded ERISA Plans with multi-state enrollment. Notable clients include State Governments, Fortune 500 companies and many other respected industry leaders.
- Audits have been performed for single employer plans, associations, Taft Hartley Plans, non-profit and governmental entities. On-site audits have been performed at virtually all major carriers and many regional carriers.
- All of our services are offered on a national basis, as our Practice Leaders have managed audits in over thirty states. Virtually all types of Healthcare Plans have been audited, including HMO, POS, PPO, Indemnity, Consumer Driven, Med-Gap, Dental, Pharmacy and Vision.

## PLANS AND PROGRAMS AUDITED

- Healthcare Plans
- Prescription Drug Plans
- Dental Plans

## SCOPE OF SERVICES DELIVERED

- Administrative Reviews
- Pre Implementation Audits
- Statistical Sampling Audits
- Focused Audits
- Dependent Eligibility Audits
- Electronic Audits

## MARKETPLACE DISTINCTIONS

### ■ INDEPENDENCE

We do not pay claims, broker healthcare products of insurance companies, compete with consultants or perform work for the administrators we audit. We are objective and avoid conflicting interests.

### ■ EXPERIENCE

Our senior staff has considerable experience in delivering exceptional results. The senior staff does virtually all non-clerical work. Key tasks are never delegated to subordinates.

### ■ METHODOLOGY

Statistical claim audits, focused audits and electronic data mining audits are available. The scope of every audit is specifically tailored to meet our clients' needs.

### ■ CONSULTATIVE APPROACH

We offer solutions that enable Plan Sponsors to take ownership of the key administrative policies and procedures that drive plan costs and impact employee satisfaction.

References will be provided upon request.

A representative lists of clients and administrators audited are presented later in this proposal.

### **PARTIES**

Blount County Government (“Blount County”) hereby contracts with MedReview, LLC (“MedReview”) for an audit of administrative performance for the Healthcare Benefits Plan that it sponsors, which is administered by Humana. This Letter of Engagement (“Agreement”) includes all terms agreed upon by Blount County and MedReview (the “Parties”), and supersedes all prior written or verbal communications and representations.

### **AUDIT PERIOD**

The audit performed by MedReview will cover claims paid by Humana for the period requested by Blount County.

### **SCOPE OF AUDIT SERVICES**

Detailed specifications of the services that Blount County will receive from a Focused Financial Audit and an Administrative Audit are included in the **Scope of Audit**, Exhibit A. This Audit Letter of Engagement is designed to incorporate all commitments and terms referenced in the Scope of Audit.

### **MEDREVIEWS’ RESPONSIBILITIES**

The audit process is to begin as of the signing of this Agreement. MedReview will:

- Provide Blount County with a Sample Audit Announcement Letter;
- Execute the necessary Business Associates Agreement;
- Execute acceptable Humana audit related Agreements;
- Work with Blount County during implementation, reviewing the Audit Specifications, the Administrative Review Questionnaire, the necessary data elements and formats for the Electronic Claims and Eligibility Extracts, the site visit documentation needs, as well as finalize an Audit Timeline;
- Provide Blount County with monthly audit updates throughout the audit;
- Analyze the electronic and hardcopy information received from Humana for completeness, thereby assuring that control totals are validated for the claims population received from Humana;
- Perform all tasks required to fulfill the Scope of Audit. This includes cleansing electronic claims and membership extracts, performing analytics, selecting claim samples for on-site validation of the analytical basis of the queries yielding potential errors and/or error sets, and performing the site visit;
- Record in Audit Worksheets all findings developed throughout the audit process and data capture and reference all necessary supporting documentation. Audit Worksheets will be presented to Humana for confirmation;
- Present all validated claim errors, any overpayments of claims, fees and premiums, and any under-reimbursement of reinsurance to Blount County for recovery.
- Provide an Audit Report to Blount County that clearly communicates all findings, and includes recommendations and curative actions for errors and Administrative processes that are not optimally serving the needs of Blount County and its plan participants;

## BLOUNT COUNTY'S RESPONSIBILITIES

Blount County will:

- Provide Humana with written notification of the audit authorizing MedReview to conduct the audit on its behalf and to have access to all documentation necessary to complete the Scope of Audit. A copy of the notification should be provided to MedReview at the time that it is sent to Humana;
- Assign an internal contact person to support the audit by providing necessary documentation to MedReview;
- Execute the necessary Business Associates Agreement;
- Execute an acceptable Humana Audit Agreement;
- Assure that MedReview has access to all necessary claims population data and eligibility data (electronic extracts) maintained by Humana for the audit period, data must be provided in an acceptable format or a \$350 programming fee will apply;
- Provide eligibility data for the audit period (minimally termination documentation) that it maintains internally, and provide all necessary plan documents, including its agreement with Humana, SPDs and policy information.
- Provide written notice to MedReview of any healthcare claims, fees, premiums and/or vendor overpayments or any reinsurance under-reimbursements already identified by Blount County or Humana, prior to the delivery of the Electronic Claims Extract to MedReview;

## AUDIT FEES

The fee for this audit is \$24,500. An initial fee of \$12,250 is due with this signed Audit Letter of Engagement. The remaining \$12,250 is payable within (10) days from the presentation of all deliverables.

In addition to said fee, reasonable travel expenses will be invoiced after onsite audit, together with appropriate back-up documentation for hotel, car, gas and travel. A per diem of \$50 per auditor per day for food will be allowed and back-up documentation will not be required.

## TERM OF AGREEMENT

This Agreement will become effective on the Effective Date, which is the date shown on Blount County's signature block on the last page of this Agreement. It will remain in effect until completion of the audit and its acceptance by Blount County as compliant with the terms of the Scope of Audit. Termination or expiration of this Agreement shall not relieve either party of its obligations relating to confidentiality, which shall survive this Agreement. Should Blount County sign this Agreement, but fail to place a date in its signature block, then the Effective Date of this agreement shall become the date placed in the MedReview signature block.

### CONFIDENTIALITY

MedReview and Blount County mutually acknowledge that certain items of sensitive information will be exchanged as part of the audit process. MedReview will have access to medical claims information pertaining to individuals (including spouses and dependents) who are participants of the plan sponsored by Blount County.

Blount County authorizes MedReview to access its medical claims information held on its behalf by Humana, and providers serving the plan participants, and authorizes MedReview to view claims and enrollment documentation necessary to perform the contracted audit services.

The information provided to MedReview by Blount County, Humana or any provider will only be viewed by MedReview personnel involved with Blount County's audit and will not be shared with or discussed with any party not directly involved with the claim in question, or with the audit generally, said information will not be used by MedReview for any purpose whatsoever other than to perform the contracted audit services. MedReview will at all times protect and secure Protected Health Information (and other non-public information supplied to MedReview) following all guidelines required by applicable laws.

### TERMS AND CONDITIONS

This agreement represents the entire agreement between MedReview and Blount County. No changes whatsoever may become binding without being in a written agreement signed by both Parties.

Both Blount County and MedReview agree that they have had the opportunity to negotiate the terms of this Agreement and have the available advice of legal counsel; therefore, this Agreement shall be considered to be drafted jointly with neither party being disfavored due to its role in drafting the language. A waiver of any breach of any provision of this Agreement does not waive any other provision. Severability also applies, so if any provision is deemed unenforceable, that does not affect the enforcement of any other provision.

This Agreement will be governed by and interpreted in accordance with the laws of Tennessee. Any legal proceeding brought to enforce this Agreement must only be brought in the applicable state or federal courts located in Tennessee. If legal action is taken by either Party, the prevailing Party is entitled to its reasonable attorney's fees and expenses incurred in the litigation.

MedReview will perform audit services in good faith, as allowed by the administrator, but does not warrant or represent that it will discover all or any particular number or percentage of errors or overpayments made by Humana and, if applicable, its outsourced vendors. If Blount County has any disputes or concerns in connection with this Agreement, Blount County must put such concerns in writing and submit it per the Notice protocol stipulated below. A meeting will then be held within forty-five (45) days to attempt to resolve the dispute or concern. Legal action may then be taken by either party, if so desired.

Since MedReview is objective and has no intent to create a detrimental relationship between Blount County and Humana, any provider or plan participant, Blount County will defend and hold MedReview harmless in any actions due to performing basic audit services, except for actions of negligence. Under no circumstance is MedReview liable for any type or amount of damages greater than the total fee amounts paid by Blount County to MedReview.



## LETTER OF ENGAGEMENT

### TERMS AND CONDITIONS (CONTINUED)

All Notices to Blount County will be addressed to the person signing this Letter of Engagement unless alternatively specified by Blount County. All Notices to MedReview should be sent to Ann Day at the address listed below. All notices must be delivered by United States Mail or overnight courier with evidence of delivery / receipt. The person signing on behalf of Blount County and MedReview warrants that he or she is authorized to do so, on behalf of the entity represented.

If these terms are acceptable to you, please sign where indicated.

We look forward to working with you on this engagement.

Sincerely,

*Ann Day*

Ann Day  
President  
MedReview, LLC  
812 South Broad Street, #14  
Thomasville, GA 31792

### EXECUTION OF AGREEMENT

#### BLOUNT COUNTY GOVERNMENT:

NAME	TITLE	DATE
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Enclosures:  
Exhibit A – Scope of Audit  
Exhibit B – Proposed Audit Timeline

### EXHIBIT A – SCOPE OF AUDIT

#### AUDIT SCOPE BY CATEGORY

This scope document provides an overview of MedReview’s approach for each scope category as well as relevant background information.

#### HEALTHCARE PLAN ADMINISTRATION - OPERATIONAL/ADMINISTRATIVE REVIEW

A general overview and assessment will be performed in each of the following key areas. Documentation will be obtained through the use of an extensive Operational/Administrative Review Questionnaire, on-site evaluations of written policies and procedures as well as on-site interviews with key personnel managing core competencies.

- Staffing
- Claim Processing Workflow
- Third Party Liability
- Medical Management
- Systems
- Eligibility Maintenance
- Adjustment Processing
- Pricing
- Provider Maintenance
- Performance Standards

Results of the Operational/Administrative Review will be included in the Final Audit Report.

#### FOCUSED FINANCIAL AUDIT

MedReview will submit a data request to Humana for comprehensive electronic claims and enrollment extracts and corresponding data dictionaries. After agreement has been reached regarding the file elements that will be received, the extracts will be ordered.

Upon receipt of the detailed extracts, MedReview will proof and cleanse the data, then confirm control totals. Analysis for each potential error or anomaly category will then be performed. After analytical assessments identify the errors and error sets within Blount County’s claims population, claims with large dollar errors and sub-sets of claims within systemic groups of errors are selected for site visit review.

Categories of error findings typically include:

- Eligibility (claims paid when coverage was not valid)
- Duplicate Payments (all or a portion of a claim was paid more than once)
- Coordination of Benefits (primary payer inconsistency and Medicare COB inaccuracies)
- Subrogation
- Workers Compensation
- Exclusion & Limitations (non-covered services were allowed or Plan limits not applied)
- Medical Coding (all or part of a claim overpaid due to bundling, unbundling or other anomalies)

### FOCUSED FINANCIAL AUDIT (CONTINUED)

- Timely Filing (claims were erroneously paid that were received after the claim filing deadline)
- Pricing (claims not priced per the provider contract provisions at key providers or other anomalies)
- Stop Loss Management (specific stop loss claim filing accuracy – if policy information is provided)

Once on-site, MedReview will review source documentation and work with Humana's audit support staff to validate its accuracy. Hardcopy pricing documentation will also be reviewed. Audit Worksheets will be completed for each sample claim and findings will be presented to Humana.

After all Audit Worksheets have been finalized, MedReview will send a Draft Audit Report along with recommendations for curative actions for all errors to Humana. Humana's responses will be included in the Audit Report provided to Blount County

### MEDREVIEW'S AUDITING TEAM:

**Ann Day – President of MedReview.** Ann is one of the co-founders of MedReview and is in charge of client relations. She is involved from the point of installation. Ann provides strategic and functional leadership for all aspects of MedReview's client services. She brings experience and dedication to provide superior customer service. Ann obtained her BS from the University of Denver.

**C. Kelly – Audit Coordinator.** As audit coordinator, C is responsible for gathering the needed documentation from the client and Administrator. She will be the point of contact for any issues or questions that arise during the course of the project and will ensure that appropriate audit staff are available and responsive. C is committed to ensuring that our clients' needs are accommodated for each claim audit project. Her familiarity with overall project management has been critical in serving our clients' needs.

**Diane McDonald, HIA – Managing Auditor.** Diane has over 20 years of experience in a third party environment. Diane's practical experience and keen understanding of both vendor and plan sponsor responsibilities have proven crucial in the claims auditing process. She is in charge of overseeing all aspects of the group claims auditing process and was influential in creating the claims auditing program that is currently in use. Diane has obtained her Health Insurance Associate (HIA) certification through America's Health Insurance Plan (AHIP)

**Jim Wallace – Lead Auditor.** Jim has over 25 years' experience in the auditing industry. He has held various management positions, having responsibilities ranging from sales management to clinical oversight. His vast experience in operations, plan analysis, network pricing, contract review and data analytics has made him a valuable resource for the MedReview team. Jim also manages all aspects of the PBM audit process. Jim obtained his BS from the University of Kentucky.

**EXHIBIT B – PROPOSED AUDIT TIMELINE**

- **Audit Implementation/Audit Data Gathering – Approximately 30 Days\***
  - Contact and initial call(s) with Blount County and Humana to start the audit process
    - Claim file(s) is requested
      - Site Documentation and Operational Review Questionnaire – sent to Humana for completion with claim file(s) request
  - Gathering of audit data from Blount County and Humana i.e. eligibility files, Summary of Benefits data, etc...
  - Execution of audit and/or confidentiality agreement (if applicable)

\*\*All audit documentation is needed 2 weeks prior to the onsite to provide the audit team with proper time for review prior to auditing.

- **Sample Selection – Approximately 30 Days\***
  - Receipt of claim file
  - Selection processing
  - Selection to Humana
  - Scheduling On-site audit date
- **On-site Audit – 5 business days – Humana Scheduling limitations may apply**
- **Finalization of Audit Findings – 15 - 30 business days**
  - Open Audit findings – provided to Humana for review/response
  - Humana’s response to audit findings requested within 10 business days of presentation of audit findings
- **Audit Report - Approximately 30 - 45 Days**
  - Draft report prepared and sent to Humana for review
    - Humana response to draft report requested within 10 business days from presentation of report
  - Humana responses received and included in the final report – 5 - 10 business days
  - Final report finalized and presented to Blount County
  - Final report conference call with Blount County

\* These phases, in some cases, happen simultaneously.



REPRESENTATIVE CLIENT LIST FOR MEDREVIEW

Listed below, by business sector, are some of the Plan Sponsors that have utilized audit and performance consulting services managed by the Principals of MedReview. There are other audits that the Principals of MedReview have conducted for other auditing firms, consulting firms or Plan Sponsors who do not authorize disclosure and therefore have not been included.

ADVERTISING

Lamar Advertising ..... Baton Rouge, Louisiana

AGRICULTURE

Prairie Farms Dairy ..... Carlinville, Illinois

ASSOCIATIONS

ASCAP ..... New York, New York
Missouri Bankers Association ..... Jefferson City, Missouri

AUTOMOTIVE

Mack Trucks, Inc..... Allentown, Pennsylvania
Nissan, NA ..... Smyrna, Tennessee
Penn Detroit Diesel-Allison..... Philadelphia, Pennsylvania
Volvo Trucks, Inc..... Allentown, Pennsylvania

AVIATION

FlightSafety. .... Centennial, Colorado
Frontier Airlines ..... Denver, Colorado

BANKING

Central Bancompany ..... Springfield, Missouri
Commerce Bank ..... Cherry Hill, New Jersey
Farmers Capital Bank Corporation ..... Frankfort, Kentucky

CHEMICAL

Agrium U.S., Inc..... Denver, Colorado
Arkema, Inc..... Philadelphia, Pennsylvania
Cytec Industries ..... West Paterson, New Jersey
DSM Copolymer ..... Baton Rouge, Louisiana
United Catalysts, Inc..... Louisville, Kentucky



## REPRESENTATIVE CLIENT LIST

### COMMUNICATIONS

Entercom Communication .....	Bala Cynwyd, Pennsylvania
Gateway Press, Inc.....	Louisville, Kentucky

### CONSTRUCTION

Aggregate Industries .....	Annapolis, Maryland
Angelo Iafrate Construction, Inc.....	Baton Rouge, Louisiana
Beazer Homes .....	Atlanta, Georgia
Cajun Constructors, Inc.....	Baton Rouge, Louisiana
Champion Enterprises .....	Detroit, Michigan
Driver Pipeline.....	Dallas, Texas
K. Hovnanian .....	Red Bank, New Jersey
Texas Sterling.....	Houston, Texas

### DISTRIBUTION/RETAIL

7-Eleven, Inc.....	Dallas, Texas
84 Lumber .....	Eighty Four, Pennsylvania
American Coin Merchandising Co.....	Denver, Colorado
Bombay Company .....	Ft. Worth, Texas
Brookshire Grocery.....	Tyler, Texas
Clarcor, Inc.....	Rockford, Illinois
DS Waters.....	Atlanta, Georgia
Dillard's.....	Little Rock, Arkansas
Gart Sports .....	Denver, Colorado
Geiger Brothers .....	Lewiston, Minnesota
Inergy Automotive Systems .....	Troy, Michigan
KB Toys .....	Pittsfield, Massachusetts
Michaels.....	Irving, Texas
O'Reilly Automotive .....	Springfield, Missouri
Pilot Travelcenters, LLC .....	Knoxville, Tennessee
Rent-A-Center .....	Plano, Texas
Spencer Gifts .....	Egg Harbor Tsp., New Jersey
Weis Markets .....	Sunbury, Pennsylvania
Wild Oats .....	Boulder, Colorado

### EDUCATION

Anaheim City School District.....	Anaheim, California
Brownsville Independent School District .....	Brownsville, Texas
Douglas County School System .....	Castle Rock, Colorado
Hamilton County Dept. of Education .....	Chattanooga, Tennessee
Montclair Schools .....	Montclair, New Jersey
Morehouse College.....	Atlanta, Georgia

**EDUCATION (CONTINUED)**

Oak Ridge Associated Universities .....	Oak Ridge, Tennessee
Oregon School Boards .....	Portland, Oregon
University of Redlands.....	Redlands, California
University of Richmond.....	Richmond, Virginia

**ELECTRICAL**

Lantech, Inc.....	Louisville, Kentucky
S and C Electric Company .....	Chicago, Illinois

**ENERGY**

Caza Drilling, Inc.....	Denver, Colorado
Massey Energy.....	Richmond, Virginia
Gate Petroleum.....	Jacksonville, Florida
Kinder Morgan.....	Houston, Texas
Peabody Energy.....	St. Louis, Missouri
PSEG .....	Audubon, New Jersey
Suburban Propane .....	Whippany, New Jersey

**ENTERTAINMENT**

On Command .....	Englewood, Colorado
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**FINANCE**

ACE Cash Express .....	Irving, Texas
Aegis Mortgage Company .....	Houston, Texas
Dun and Bradstreet Corp .....	New York, New York
Nelnet, Inc.....	Lincoln, Nebraska
UBS Financial .....	New York, New York

**FOOD**

Bar-S Foods Company .....	Phoenix, Arizona
Bruce Foods Corporation .....	New Iberia, Louisiana
Rock Bottom Restaurants .....	Louisville, Colorado
Wendy's of Colorado Springs.....	Colorado Springs, Colorado

**GOVERNMENTAL**

Boulder County .....	Boulder, Colorado
City County Insurance Services .....	Portland, Oregon
City of Albany.....	Albany, Georgia
Glynn County.....	Brunswick, Georgia
City of Longmont .....	Longmont, Colorado
City of Palm Bay.....	Palm Bay, Florida
City of Phoenix.....	Phoenix, Arizona
Golden Gate Bridge District .....	San Francisco, California

**GOVERNMENTAL (CONTINUED)**

State of Alabama.....	Montgomery, Alabama
State of Arizona.....	Phoenix, Arizona
Town of Gilbert.....	Gilbert, Arizona

**HEALTH CARE**

ALSAC .....	Memphis, Tennessee
Boulder Community Hospital .....	Boulder, Colorado
Capital Region Medical Center.....	Jefferson City, Missouri
CaridianBCT.....	Lakewood, Colorado
Carondelet Medical .....	Kansas City, Missouri
Cerner Corporation .....	KC, Missouri
Chiron Corp .....	Emeryville, California
Country Meadows.....	Hershey, Pennsylvania
Deborah Heart and Lung .....	Brown Mills, New Jersey
Fresenius Medical Care .....	Boston, Massachusetts
Gambro HealthCare .....	Lakewood, Colorado
Gulf Coast Health Group.....	Pensacola, Florida
IASIS Healthcare.....	Franklin, Tennessee
Kindred HealthCare, Inc.....	Louisville, Kentucky
Medicalodges .....	Coffeyville, Kansas
Nebraska Heart Institute .....	Omaha, Nebraska
Sheridan Healthcorp, Inc.....	Sunrise, Florida
Sovereign Healthcare.....	Atlanta, Georgia
Tanner Health .....	Carrollton, Georgia
Team Health .....	Knoxville, Tennessee
The Regional Medical Center .....	Orangeburg, South Carolina
Trilogy Health Systems .....	Louisville, Kentucky

**HOSPITALITY**

Avado Brands .....	Atlanta, Georgia
Lodgian, Inc.....	Atlanta, Georgia
Omni Hotels.....	Dallas, Texas
Pala Casino Spa & Resort .....	Pala, California
Rare Hospitality .....	Atlanta, Georgia
Sage Hospitality .....	Denver, Colorado
Tropicana Casino & Resort.....	Atlantic City, New Jersey
Yum Brands, Inc.....	Louisville, Kentucky

**INSURANCE/ RISK MANAGEMENT**

EMC Insurance .....	Des Moines, Iowa
GAB Robins.....	Parsippany, New Jersey
Preferred Health Plan, Inc.....	Louisville, Kentucky

**MANUFACTURING**

Air Products and Chemicals .....	Allentown, Pennsylvania
AWC Coatings .....	Baton Rouge, Louisiana
Benjamin Moore .....	Montvale, New Jersey
Briggs and Stratton .....	Milwaukee, Wisconsin
Buckeye Technologies.....	Memphis, Tennessee
C and D Technologies .....	Blue Bell, Pennsylvania
Campbellsville Industries, Inc.....	Louisville, Kentucky
Carpenter Technology .....	Reading, Pennsylvania
Casella Waste Systems .....	Rutland, Vermont
Columbus McKinnon .....	Amherst, New York
Edgen Corporation .....	Baton Rouge, Louisiana
Ingersoll Rand .....	Davidson, North Carolina
International Specialty Products .....	Wayne, New Jersey
ISPAT .....	Chicago, Illinois
Jones Apparel .....	New York, New York
Maytag Corporation .....	Des Moines, Iowa
National Gypsum .....	Charlotte, North Carolina
Samsonite, Inc.....	Denver, Colorado
SC Johnson .....	Racine, Wisconsin
Sequa Corporation .....	Hackensack, New Jersey
Simmons Bedding Company.....	Atlanta, Georgia
States Industries .....	Eugene, Oregon
Stuller Inc.....	Lafayette, Louisiana
ThyssenKrupp Elevator.....	Alpharetta, Georgia
ThyssenKrupp Materials.....	Southfield, Michigan
TOTES>>Isotoner.....	Cincinnati, Ohio
Trulite Glass & Aluminum.....	Deerfield Beach, Florida
Venture Industries .....	Fraser, Michigan
Wellborn Cabinets .....	Ashland, Alabama
Zoeller Co.....	Louisville, Kentucky

**MINING**

Anglo Gold Northern Am Inc.....	Denver, Colorado
Foundation Coal .....	Linthicum Heights, Maryland
Massey Energy.....	Richmond, Virginia
Newmont Mining Corp.....	Denver, Colorado
Titanium Metals .....	Denver, Colorado

**NATIVE AMERICAN ORGANIZATIONS**

Chinook Winds .....	Corvallis, Oregon
Pala Band of Mission Indians .....	Escondido, California
Seneca Gaming Corporation.....	Seneca, New York

**NON-PROFIT**

Archdiocese of Brooklyn.....	Brooklyn, New York
Archdiocese of Cincinnati .....	Cincinnati, Ohio
Archdiocese of Denver .....	Denver, Colorado
Archdiocese of Kansas City .....	Kansas City, Kansas
Focus on the Family .....	Colorado Springs, Colorado
RETA Trust .....	San Francisco, California
The Salvation Army .....	Uniontown, Ohio
Volunteers of America .....	Washington, District of Columbia
Young Life .....	Colorado Springs, Colorado

**PLASTICS**

Formosa Plastics .....	Livingston, New Jersey
Jones Plastic & Engineering .....	Louisville, Kentucky

**PUBLISHING**

Cleveland Plain Dealer .....	Cleveland, Ohio
Denver Newspaper Agency .....	Denver, Colorado
Hudson Group .....	North Bergen, New Jersey
Journal Register .....	Trenton, New Jersey

**REAL ESTATE**

Aimco .....	Denver ,Colorado
Archon Group .....	Irving, Texas
Pebble Beach .....	Pebble Beach, California

**SERVICE**

Banfield, The Pet Hospital.....	Portland, Oregon
CLP Resources .....	Reno, Nevada
Corporate Express .....	Broomfield, Colorado
Dendrite International .....	Bedminister, New Jersey
GC Services .....	Houston, Texas
Graphics Packaging .....	Golden, Colorado
Kforce .....	Tampa, Florida
Manpower, Inc.....	Milwaukee, Wisconsin
N.E.W. Services Corporation .....	Sterling, Virginia
Rosenbluth International .....	Philadelphia, Pennsylvania
Rumpke Consolidated .....	Cincinnati, Ohio
ServiceMaster .....	Downers Grove, Illinois
Spherion .....	Ft. Lauderdale, Florida
TeleTech Holdings .....	Denver, Colorado
TrueBlue .....	Tacoma, Washington
Westinghouse Remediation Services .....	Tampa, Florida

**TECHNOLOGY**

AES Corporation .....	Malvern, Pennsylvania
AMEC.....	Alpharetta, Georgia
Brambles .....	Norcross, Georgia
Broadband Services, Inc.....	Englewood, Colorado
EchoStar Communications .....	Englewood, Colorado
ICG Communications.....	Englewood, Colorado
Insight Enterprises .....	Tempe, Arizona
Intrado, Inc.....	Longmont, Colorado
JD Edwards .....	Englewood, Colorado
LightYear Communications, Inc.....	Louisville, Kentucky
McData .....	Broomfield, Colorado
Policy Studies.....	Denver, Colorado
ThyssenKrupp US Companies.....	Troy, Michigan
Storage Technology .....	Louisville, Colorado
Xcelecom .....	Hamden, Connecticut

**TRANSPORTATION/LOGISTICS**

Globe Ground .....	Great Neck, New York
Graebel Moving and Storage.....	Denver, Colorado
Maersk Sealand .....	Madison, New Jersey
Mercer Transportation Company .....	Louisville, Kentucky
McLane Transportation.....	Tyler, Texas
R&R Trucking.....	Joplin, Missouri
Schneider National .....	Green Bay, Wisconsin
Trism .....	Kennesaw, Georgia
U-Haul .....	Phoenix, Arizona
Union Pacific .....	Omaha, Nebraska
US Cold Storage .....	Cherry Hill, New Jersey
Watkins Associated Industries .....	Atlanta, Georgia

**UNIONS**

Building Service 32BJ Health Fund.....	New York, New York
IBEW Local 82 .....	Centerville, Ohio
Employer-Teamsters Locals Nos. 175/505 Health & Welfare Fund.....	Charleston, West Virginia
Ministry Employee Benefits Trust.....	Escondido, California
North Carolina State Employees' Credit Union.....	Raleigh, North Carolina
Plumbers & Steamfitters Local 7 Benefit Funds....	Latham, New York

### REPRESENTATIVE LIST OF ADMINISTRATORS AUDITED BY MEDREVIEW

The staff of MedReview has conducted audits at the following claim administrators. Multiple audits have been conducted at many of them.

- **Administrative Services, Inc.**
- **Aetna (three service centers)**
- **American Benefits Corporation**
- **Ameriben Solutions**
- **Benefit Management, Inc.**
- **Benefit Services, Inc.**
- **BlueCross BlueShield and Anthem**
  - **Alabama**
  - **California**
  - **Capital**
  - **Delaware**
  - **Empire**
  - **Florida**
  - **Georgia**
  - **Highmark**
  - **Horizon**
  - **Independence**
  - **Kansas**
  - **Michigan**
  - **Mississippi**
  - **Missouri**
  - **Oklahoma**
  - **Tennessee**
  - **Texas**
  - **South Carolina**
  - **Virginia**
- **Capitol**
- **CBSA**
- **CIGNA (six service centers)**
- **CoreSource**
- **Corporate Benefit Solutions**
- **Coventry Health Care**
- **Delta Dental**
- **Group Administrators LTD**
- **Group & Pension Administrators**
- **HCH Administrators**
- **Healthe Exchange**
- **Humana**
- **HealthSmart**
- **Kansas City Life**
- **First Health**
- **FiServ Health**
- **FMH**
- **Great West Healthcare**
- **Meritain**
- **MHN**
- **Mutual of Omaha**
- **Principal Financial Group**
- **QualChoice**
- **United Healthcare**
- **United Medical Resources**
- **Wellmark**



**SAMPLE AUDIT ANNOUNCEMENT LETTER**

**(PLEASE SEND ON BLOUNT COUNTY STATIONERY)**

Date

(Please address to Humana Account Representative or key contact person)

Re: Administrative Performance Audit Authorization and Scheduling

Dear Humana Contact Person:

This letter serves as notification that we have authorized MedReview, LLC (MedReview) to conduct an audit of our Medical Plan administered by Humana. The primary purpose of the audit is to ensure that high administrative quality standards have been maintained. We ask that you work with MedReview to assure that this project is completed as soon as possible.

The Audit Specifications will be provided by MedReview. Humana is asked to please provide its audit agreement immediately, so that its signing will not adversely delay this audit.

We will try to provide MedReview with all of the source materials pertaining to our Plans. However, if we have missed any critical information, you are authorized and instructed to provide MedReview and their associates with all of our plan documents, policies, claims information and other pertinent information.

Also, as the primary fiduciary, we specifically authorize and instruct Humana to provide MedReview with access to and possession of (on-site and off-site) all necessary hardcopy documentation owned by our Plan, such as provider claim forms/submissions and EOBs, as requested by MedReview during the course of this audit. MedReview's staff should also have access to review all confidential medical management documentation pertaining to our Plan participants for audit purposes. A Business Associate Agreement with MedReview has been executed.

Thank you very much for your assistance with this important project.

Sincerely,

# Memorandum



**From:** John Herron

**Date:** August 19, 2015

**Subject:** Kronos project status

As promised during the November 20, 2014 County Commission meeting, the Payroll/HR System project team is pleased to provide this update to the Commissions on the status of the project:

**SUMMARY PROJECT STATUS:** The project is on budget. We had technical difficulties during the initial Timekeeper launch; therefore, the date for the first live payroll has been moved to November 2015. Most time clocks are installed. The payroll validation is taking place. Team members attended the Payroll performing core tasks and HR Train the Trainer training. County supervisors had training on the Timekeeper function and the team is preparing to start training school managers on the timekeeper functionality of the system.

**PROJECT ACTIVITY:**

July – August

- *County Manager Timekeeper training*
- HR Training the Trainer training
- Payroll Performing Core Task training
- *Payroll data validation.*
- *Meetings:*
  - June 18, 2015 Review of HR organizational and foundational data with Kronos
  - July 20, 2015 Review of Default Position Profiles spreadsheet with Kronos
  - July 21-22, 2015 HR Train the Trainer Training
  - July 23, 2015 Team Meeting
  - July 27, 2015 Weekly status call with Kronos
  - July 31, 2015 Default Position Profiles loaded into system
  - August 3, 2014 Weekly status call with Kronos
  - August 4-5, 2015 County Manager's Timekeeper Training
  - August 6, 2015 Call with Kronos on Payroll Validation
  - August 7, 2015 Call with Kronos to review Accumulator spreadsheets
  - August 11, 2015 Team Meeting
  - Aug 18-19, 2015 Payroll performing core task training

**PROJECT EXPENSES:** Payment of \$4,300.00 for monthly cloud access was paid on August 19, 2015. Invoice for \$2,500.00 for Timekeeper Train the Trainer training class was paid on August 19, 2015. KRONOS invoice for \$10,318.90 for four clocks was paid on August 19, 2015. An invoice for travel reimbursement of \$989.03 was paid on August 19, 2015. Payment of \$5,000.00 for HR Train the Trainer was paid on August 19, 2015. Invoice for \$52,470.80 for Timekeeper and Payroll milestones was paid on August 19, 2015.