

AGENDA
BOARD OF COMMISSIONERS AGENDA COMMITTEE MEETING
TUESDAY, OCTOBER 11, 2016, 6:30 P.M.
Room 430, Blount County Courthouse

- A. ROLL CALL.**
- B. SETTING OF AGENDA.**
- C. PUBLIC INPUT ON ITEMS ON THE AGENDA.**
- D. APPROVAL OF AGENDA COMMITTEE MINUTES:**
 - 1. September 6, 2016 meeting.
- E. ITEMS FOR CONSENT CALENDAR:**
 - 1. Minutes:
 - a. September 15, 2016 regular meeting.
 - b. September 19, 2016 called meeting
 - c. October 11, 2016 zoning public hearing.
 - 2. Approval of Deputy Sheriff and Notary Public bonds and oaths.
 - 3. Election of Notaries.
- F. UNFINISHED BUSINESS.**
- G. NEW BUSINESS:**
 - 1. Nomination of Chairman Pro Tempore.
 - 2. Placement on the Commission Agenda of the Election of Chairman Pro Tempore.
 - 3. Budget Transfers.
 - 4. Budget Increases, Decreases, and/or Adjustments.
 - 5. Other Budget Items.
 - 6. A resolution to amend the zoning map of Blount County, Tennessee, from R-1 (Rural District One) to RAC2 (Rural Arterial Commercial District 2) for property located at 5823 Calderwood Highway. (*Resolution No. 16-10-002*) (Brad Bowers)
 - 7. A resolution to adopt the updates to the County Employee Handbook and Handbook Supplements. (*Resolution No. 16-10-003*) (Grady Caskey)
 - 8. Rescheduling of November 8, 2016, Agenda Committee meeting.
- H. ANNOUNCEMENTS AND STATEMENTS.**
- I. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA.**
- J. 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, September 6, 2016 at 6:30 pm at the courthouse in Maryville, Tennessee. Chairman Samples asked for a Moment of Silence for Officer Moats and all the men in blue.

Roll call was taken by Gaye Hasty, County Clerk:

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

There were 20 present and 1 absent. Chairman Samples declared a quorum to exist. The following proceedings were held to-wit:

IN RE: ELECTION OF AGENDA COMMITTEE CHAIRMAN.

Commissioner Moon nominated Steve Samples as Chairman of the Agenda Committee. Commissioner Farmer seconded the nomination. Chairman Samples asked if there were any further nominations. There were none.

Commissioner Moon made a motion that nominations cease. Commissioner Carter seconded the motion. A voice vote was taken on the motion that nominations cease. Chairman Samples declared the motion passed and nominations ceased.

An electronic vote was taken on the nomination:

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

There were 18 voting yes, 1 voting no, 1 abstaining, and 1 absent. Chairman Samples declared Steve Samples to be elected as Chairman of the Agenda Committee.

IN RE: ELECTION OF AGENDA COMMITTEE VICE CHAIRMAN.

Commissioner French nominated Gary Farmer as Vice Chairman of the Agenda Committee. Commissioner Allen seconded the nomination.

Commissioner French made a motion that nominations cease. Commissioner Moon seconded the motion. A voice vote was taken on the motion that nominations cease. Chairman Samples declared the motion passed and nominations ceased.

An electronic vote was taken on the nomination:

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

There were 18 voting yes, 1 voting no, 1 abstaining, and 1 absent. Chairman Samples declared Gary Farmer to be elected as Vice Chairman of the Agenda Committee.

IN RE: SETTING OF AGENDA.

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

An electronic vote was taken on the motion:

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

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

IN RE: MINUTES OF AUGUST 9, 2016 MEETING.

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

An electronic vote was taken on the motion:

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

There were 19 voting yes, 0 voting no, 1 abstaining, and 1 absent. Chairman Samples declared the motion to have passed.

IN RE: CONSENT CALENDAR:

MINUTES OF AUGUST 18, 2016 MEETING and APPROVAL OF DEPUTY SHERIFF AND NOTARY PUBLIC BONDS AND OATHS and ELECTION OF NOTARIES and ELECTION RESULTS AUGUST 4, 2016 and PLACEMENT ON COMMISSION MEETING AGENDA OF PRESENTATION BY 2016 SMOKY MOUNTAIN AIR SHOW PARTNERSHIP ON BEHALF OF US NAVY BLUE ANGELS TO THE BLOUNT COUNTY COMMISSION AND THE BLOUNT COUNTY SHERIFF'S OFFICE.

Commissioner Melton made a motion to send the items to the consent calendar of the September County Commission meeting. Commissioner Bennett seconded the motion.

An electronic vote was taken on the motion:

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

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

IN RE: PLACEMENT ON COMMISSION AGENDA OF THE ELECTION OF COMMISSION CHAIRMAN and PLACEMENT ON COMMISSION AGENDA OF THE ELECTION OF COMMISSION CHAIRMAN PRO TEMPORE and PLACEMENT ON COMMISSION AGENDA OF THE ELECTION OF COMMISSION PARLIAMENTARIAN.

Commissioner French made a motion to send the items to the September County Commission meeting agenda. Commissioner Farmer seconded the motion.

Commissioner Moon asked for the items to be placed on the Commission agenda after the Roll Call and before the Setting of Agenda. Chairman Samples asked if there were any objections. There were no objections.

An electronic vote was taken on the motion:

Akard - yes	Archer - yes	Bowers - yes	Carver - yes
Allen - yes	Bennett - yes	Carter - yes	Caskey - yes

Caylor - yes	Farmer - yes	Miller - yes	Stinnett - yes
Cole - yes	French - yes	Monroe - absent	
Crowe - yes	Lewis - yes	Moon - yes	
Daly - yes	Melton - yes	Samples - yes	

There were 20 voting yes, 0 voting no, 0 abstaining, and 1 absent. Chairman Samples declared the motion to have passed and the items would be placed on the September Commission Agenda after the Roll Call and before Setting of Agenda.

IN RE: ELECTIONS, APPOINTMENTS, CONFIRMATIONS – ANIMAL CENTER ADVISORY BOARD (MIKE AKARD, ARCHIE ARCHER, RICK CARVER, KENNETH MELTON, STEVE SAMPLES).

Commissioner Lewis made a motion to send the appointments to the Animal Center Advisory Board to the agenda of the September County Commission meeting. Commissioner Carter seconded the motion.

An electronic vote was taken on the appointments:

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

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

IN RE: ELECTIONS, APPOINTMENTS, CONFIRMATIONS – BEER BOARD (ARCHIE ARCHER, DAVE BENNETT, SHAWN CARTER, GRADY CASKEY, JAMIE DALY, RICK CARVER, RON FRENCH, KENNETH MELTON, STEVE SAMPLES).

Commissioner Moon made a motion to send the nominations to the Beer Board to the agenda of the September County Commission meeting. Commissioner Bowers seconded the nominations. Commissioner Farmer asked that his name be removed from the Beer Board nominations. Chairman Samples asked if anyone else would serve. Commissioner Bennett agreed to serve. The motion makers agreed to include Commissioner Bennett's name to be added with the Beer Board nominations in place of Commissioner Farmer's name.

An electronic vote was taken on the nominations:

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

There were 17 voting yes, 0 voting no, 3 abstaining, and 1 absent. Chairman Samples declared the motion to have passed.

IN RE: ELECTIONS, APPOINTMENTS, CONFIRMATIONS – BLOUNT COUNTY COMMUNITY ACTION AGENCY (REPRESENTATIVE BOB RAMSEY, COMMISSIONER TOM STINNETT).

Commissioner Moon nominated Representative Bob Ramsey as a designee of the Commission to the Blount County Community Action Agency Board. Commissioner Crowe seconded the nomination. Commissioner Lewis nominated Commissioner Tom Stinnett. Commissioner Moon seconded the nomination.

Commissioner Moon made a motion that nominations cease. Commissioner French seconded the motion. A voice vote was taken, with Chairman Samples declaring the motion passed and nominations ceased.

An electronic vote was taken on the nominations of Representative Bob Ramsey and Commissioner Tom Stinnett:

Akard - yes	Archer - yes	Bowers - yes	Carver - yes
Allen - yes	Bennett - yes	Carter - yes	Caskey - yes

Caylor - yes	Farmer - yes	Miller - yes	Stinnett - abstain
Cole - yes	French - yes	Monroe - absent	
Crowe - yes	Lewis - yes	Moon - yes	
Daly - yes	Melton - yes	Samples - yes	

There were 19 voting yes, 0 voting no, 1 abstaining, and 1 absent. Chairman Samples declared the motion to have passed.

IN RE: ELECTIONS, APPOINTMENTS, CONFIRMATIONS – BLOUNT COUNTY CORRECTIONS PARTNERSHIP (DAVE BENNETT, RICK CARVER, MIKE CAYLOR, 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).

Commissioner Carver nominated Dave Bennett to fill the Commissioner vacancy on the Blount County Corrections Partnership. Commissioner Caylor seconded the nomination.

Commissioner Moon made a motion that nominations cease. Commissioner Stinnett seconded the motion. A voice vote was taken with Chairman Samples declaring the motion passed and nominations ceased.

Commissioner Farmer made a motion to move all of the nominations forward to the agenda of the September County Commission meeting. Commissioner Lewis seconded the motion.

An electronic vote was taken on the motion:

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

There were 17 voting yes, 0 voting no, 3 abstaining, and 1 absent. Chairman Samples declared the motion to have passed.

IN RE: ELECTIONS, APPOINTMENTS, CONFIRMATIONS – EDUCATION COMMITTEE (MIKE AKARD, BRAD BOWERS, SHAWN CARTER, GRADY CASKEY, DODD CROWE, JAMIE DALY, RON FRENCH, KAREN MILLER, TOM STINNETT.)

Commissioner Moon made a motion to send the reappointments of the Education Committee to the agenda of the September County Commission meeting. Commissioner Carver seconded the motion.

An electronic vote was taken on the motion:

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

There were 14 voting yes, 0 voting no, 6 abstaining, and 1 absent. Chairman Samples declared the motion to have passed.

IN RE: ELECTIONS, APPOINTMENTS, CONFIRMATIONS – HUMAN RESOURCES COMMITTEE (GRADY CASKEY, MIKE CAYLOR, RICK CARVER, MIKE LEWIS, TOM STINNETT, ED MITCHELL, JAMES BERRONG, JEFF HEADRICK, PHYLLIS CRISP, DAVID MURRELL, ROB BRITT, AND SCOTT GRAVES.)

Commissioner Bennett made a motion to send the appointments to the agenda of the September County Commission meeting. Commissioner Moon seconded the motion.

An electronic vote was taken on the motion:

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

Stinnett - abstain

There were 16 voting yes, 0 voting no, 4 abstaining, and 1 absent. Chairman Samples declared the motion to have passed.

**IN RE: ELECTIONS, APPOINTMENTS, CONFIRMATIONS – INSURANCE COMMITTEE
(APPOINTMENT OF 5 COUNTY COMMISSIONERS - GRADY CASKEY, MIKE LEWIS, TOM STINNETT, RICK CARVER, MIKE CAYLOR.)**

Commissioner Bowers nominated Grady Caskey. Commissioner Bennett seconded the nomination.

Commissioner Moon nominated Commissioner Caylor. Commissioner French seconded the nomination.

Commissioner Stinnett nominated Commissioner Lewis. Commissioner Carver seconded the nomination.

Commissioner Lewis nominated Commissioner Stinnett. Commissioner French seconded the nomination.

Commissioner Farmer nominated Commissioner Carver. Commissioner French seconded the nomination.

Commissioner Moon made a motion that nominations cease. Commissioner Bowers seconded the motion. A voice vote was taken with Chairman Samples declaring the motion passed and the nominations ceased.

An electronic vote was taken on the nominations:

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

There were 16 voting yes, 0 voting no, 4 abstaining, and 1 absent. Chairman Samples declared the motion to have passed.

IN RE: ELECTIONS, APPOINTMENTS, CONFIRMATIONS – INFORMATION TECHNOLOGY COMMITTEE (RICK CARVER, MIKE LEWIS, TONA MONROE, JIMMY COX (HIGHWAY REPRESENTATIVE), MIKE CAIN (IT INTERIM), GAYE HASTY, SCOTT GRAVES, JOHN HERRON (SCHOOL REPRESENTATIVE), KEITH HACKNEY (SHERIFF'S OFFICE REPRESENTATIVE, ED MITCHELL.

Commissioner Farmer made a motion to move the appointments forward to the agenda of the September County Commission meeting. Commissioner French seconded the motion.

An electronic vote was taken on the motion:

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

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

IN RE: ELECTIONS, APPOINTMENTS, CONFIRMATIONS – AUDIT COMMITTEE (ANDY ALLEN, RON FRENCH.)

Commissioner Bennett made a motion to send the reappointments to the agenda of the September County Commission meeting. Commissioner Carver seconded the motion.

A vote was taken on the motion:

Akard - yes	Bowers - yes	Caylor - yes	Farmer - yes
Allen - abstain	Carter - yes	Cole - yes	French - abstain
Archer - yes	Carver - yes	Crowe - yes	Lewis - yes
Bennett - yes	Caskey - yes	Daly - yes	Melton - yes

Miller - yes Moon - yes Stinnett - yes
 Monroe - absent Samples - yes

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

IN RE: ELECTIONS, APPOINTMENTS, CONFIRMATIONS – VETERANS AFFAIRS COMMITTEE – (DENISE R. WESTON)

Commissioner Moon made a motion to send the appointment to the agenda of the September County Commission meeting. Commissioner Carter seconded the motion.

Commissioner Allen made a motion to postpone the item until next month’s meeting until we receive the minutes of the Veterans Affairs Committee. Commissioner French seconded the motion.

Commissioner Moon asked for unanimous consent to place the minutes of the Veterans Affairs Committee in the packet of the September County Commission meeting. There were no objections by the members of the body.

Commissioner Allen withdrew his motion to postpone and Commissioner French withdrew his second.

An electronic vote was taken on the appointment:

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

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

IN RE: ELECTIONS, APPOINTMENTS, CONFIRMATIONS – PLANNING COMMISSION (DAVE BENNETT.)

Commissioner Allen made a motion to send the appointment to the agenda of the September County Commission meeting. Commissioner Carver seconded the motion.

A vote was taken on the motion:

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

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

IN RE: RESOLUTION TO AMEND GENERAL PURPOSE SCHOOL BUDGET (RESOLUTION NO. 16-09-003) - \$5,000.00.

Commissioner Bennett made a motion to send the resolution to the agenda of the September County Commission meeting. Commissioner Moon seconded the motion.

An electronic vote was taken on the motion:

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

There were 19 voting yes, 0 voting no, 1 abstaining, and 1 absent. Chairman Samples declared the motion to have passed.

IN RE: RESOLUTION TO AMEND GENERAL COUNTY BUDGET (RESOLUTION NO. 16-09-004) - \$70,026.07.

Commissioner Caylor made a motion to send the resolution to the agenda of the September County Commission meeting. Commissioner Lewis seconded the motion.

An electronic vote was taken on the motion:

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

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

IN RE: RESOLUTION TO AMEND HIGHWAY BUDGET (RESOLUTION NO. 16-09-005) - \$392,500.00.

Commissioner French made a motion to send the resolution to the agenda of the September County Commission meeting. Commissioner Bowers seconded the motion.

An electronic vote was taken on the motion:

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

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

IN RE: RESOLUTION TO AMEND HIGHWAY BUDGET (RESOLUTION NO. 16-09-006) – \$297,693.94.

Commissioner Carver made a motion to send the resolution to the agenda of the September County Commission meeting. Commissioner Moon seconded the motion.

An electronic vote was taken on the motion:

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

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

IN RE: OTHER BUDGET ITEMS – ARCHIVE DEVELOPMENT GRANT.

Commissioner French made a motion to send the grant to the agenda of the September County Commission meeting. Commissioner Bennett seconded the motion.

An electronic vote was taken on the motion:

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

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

IN RE: RESOLUTION NAMING THE BRIDGE ON SEVIERVILLE ROAD NEXT TO THE WATER TREATMENT PLANT THE SENIOR AIRMAN MICHAEL SHANE CARPENTER MEMORIAL BRIDGE (RESOLUTION NO. 16-09-002).

Commissioner Farmer made a motion to send the resolution to the agenda of the September County Commission meeting. Commissioner Carver seconded the motion.

Commissioner Moon made a motion to refer the resolution to the Veterans Affairs Committee. Commissioner Akard seconded the motion.

An electronic vote was taken on the motion to refer:

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

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

IN RE: SETTING OF PUBLIC HEARING – REQUEST TO REZONE PROPERTY LOCATED AT 5823 CALDERWOOD HIGHWAY FROM R-1-RURAL DISTRICT 1 TO RAC2-RURAL ARTERIAL COMMERCIAL DISTRICT 2.

Commissioner French made a motion to send the item for the setting of the Public Hearing for October 11, 2016, 6:00 p.m., Room 430, to the agenda of the September County Commission meeting. Commissioner Farmer seconded the motion.

An electronic vote was taken on the motion:

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

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 met in regular session on Thursday, September 15, 2016, at 7:00 P.M., at the Blount County Courthouse in Maryville, Tennessee. Blount County Clerk Gaye Hasty called the meeting to order.

An electronic roll call was taken.

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

There were 19 present and 2 absent. Clerk Gaye Hasty declared a quorum to exist.

The following proceedings were held, to-wit:

IN RE: ELECTION OF COMMISSION CHAIRMAN

Commissioner Stinnett nominated Jerome Moon as Commission Chairman. Commissioner Carver seconded the nomination. Clerk Hasty asked if there were any other nominations for Commission Chair. There was no response.

Commissioner French made a motion that nominations be closed. Commissioner Samples seconded the motion. A voice vote was taken with Clerk Hasty declaring the motion passed and nominations ceased.

An electronic vote was taken on the nomination.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Absent
Bowers-Yes	Daly-Yes	Moon-abstain
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 18 voting yes, 0 no, 1 abstain, and 2 absent.

Clerk Hasty declared Jerome Moon to be elected Chairman of the Blount County Commission.

IN RE: ELECTION OF COMMISSION CHAIRMAN PRO TEMPORE

Commissioner Stinnett nominated Mike Lewis as Commission Chairman Pro Tempore. Commissioner Carver seconded the nomination. Chairman Moon asked if there were any other nominations. There was no response.

Commissioner Samples made a motion that nominations cease. Commissioner French seconded the motion. A voice vote was taken with Chairman Moon declaring the motion passed and the nominations closed.

An electronic vote was taken on the nomination.

Akard-Absent	Caskey-Yes	Mike Lewis-Abstain
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Absent
Bowers-Yes	Daly-Yes	Moon-Yes

Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 18 voting yes, 0 no, 1 abstain, and 2 absent.

Chairman Moon declared Mike Lewis to be elected Chairman Pro Tempore of the Blount County Commission.

IN RE: ELECTION OF COMMISSION PARLIAMENTARIAN

Commissioner Bennett nominated Steve Samples as Commission Parliamentarian with for the remainder of the Commission term. Commissioner French seconded the nomination.

Commissioner French made a motion that nominations be closed. Commissioner Bennett seconded the motion. A voice vote was taken with Chairman Moon declaring the motion passed and nominations closed.

An electronic vote was taken on the nomination for the balance of the Commission term.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Absent
Bowers-Yes	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Abstain
Carver-Yes	French-Yes	Stinnett-Yes

There were 18 voting yes, 0 no, 1 abstain, and 2 absent.

Chairman Moon declared Steve Samples to be elected Parliamentarian of the Blount County Commission for the balance of the term.

IN RE: SETTING OF AGENDA

Commissioner Carver made a motion to set the agenda as published. Commissioner Bennett seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Absent
Bowers-Yes	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 19 voting yes, 0 voting no, 0 abstain, and 2 absent.

Chairman Moon declared the motion to have passed and the agenda set as published.

IN RE: CONSENT CALENDAR:

MINUTES OF AUGUST 18, 2016 REGULAR MEETING

APPROVAL OF DEPUTY SHERIFF AND NOTARY PUBLIC BONDS AND OATHS

APPROVAL OF OATHS OF DEPUTY COUNTY CLERKS

APPROVAL OF PUBLIC OFFICIALS OATHS AND BONDS

ELECTION OF NOTARIES

ELECTION RESULTS AUGUST 4, 2016

PRESENTATION BY 2016 SMOKY MOUNTAIN AIR SHOW PARTNERSHIP ON BEHALF OF US NAVY

BLUE ANGELS TO THE BLOUNT COUNTY COMMISSION AND THE BLOUNT COUNTY SHERIFF'S

OFFICE.

Commissioner Bennett made a motion to approve the consent calendar. Commissioner Farmer seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Absent
Bowers-Yes	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 19 voting yes, 0 voting no, 0 abstain, and 2 absent.

Chairman Moon declared the consent calendar approved.

IN RE: PRESENTATION BY 2016 SMOKY MOUNTAIN AIR SHOW PARTNERSHIP ON BEHALF OF US NAVY BLUE ANGELS TO THE BLOUNT COUNTY COMMISSION AND THE BLOUNT COUNTY SHERIFF’S OFFICE.

Travis Gardner, Vice President of Operations Knoxville Airport Authority and Director of the Smoky Mountain Air Show, gave a presentation to the Blount County Commission and the Blount County Sheriff’s Office on behalf of US Navy Blue Angels.

**IN RE: ELECTIONS, APPOINTMENTS, AND CONFIRMATIONS:
 (D.1.a.) ANIMAL CENTER ADVISORY BOARD – MIKE AKARD, ARCHIE ARCHER, RICK CARVER, KENNETH MELTON, STEVE SAMPLES and
 (D.2.) PLANNING COMMISSION – DAVE BENNETT**

Commissioner Bennett made a motion to confirm the Mayor’s appointments to the Animal Center Advisory Board. Commissioner Lewis seconded the motion.

Commissioner French asked for unanimous consent to approve items D.1.a. and D.2. There were no objections. The Chair ordered the members to vote on items D.1.a and D.2.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Abstain	Cole-Yes	Miller-No
Bennett-Abstain	Crowe-Yes	Monroe-Absent
Bowers-Yes	Daly-Yes	Moon-Yes
Carter-Abstain	Farmer-Yes	Samples-Abstain
Carver-Abstain	French-Yes	Stinnett-Yes

There were 13 voting yes, 1 voting no, 5 abstain, and 2 absent.

Chairman Moon declared the motion to confirm the Mayor’s appointments to the Animal Center Advisory Board of Mike Akard, Archie Archer, Rick Carver, Kenneth Melton, and Steve Samples, and the appointment of Dave Bennett to the Planning Commission to have passed.

**IN RE: ELECTIONS, APPOINTMENTS, AND CONFIRMATIONS:
 (D.1.b.) BEER BOARD – ARCHIE ARCHER, DAVE BENNETT, SHAWN CARTER, GRADY CASKEY, JAMIE DALY, RICK CARVER, RON FRENCH, KENNETH MELTON, STEVE SAMPLES and
 (D.1.c.) BLOUNT COUNTY COMMUNITY ACTION AGENCY – REPRESENTATIVE BOB RAMSEY, COMMISSIONER TOM STINNETT
 (D.1.d.) BLOUNT COUNTY CORRECTIONS PARTNERSHIP – DAVE BENNETT, RICK CARVER, MIKE CAYLOR, 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 and (D.1.e.) EDUCATION COMMITTEE – MIKE AKARD, BRAD BOWERS, SHAWN CARTER, GRADY CASKEY, DODD CROWE, JAMIE DALY, RON FRENCH, KAREN MILLER, TOM STINNETT and (D.1.f.) HUMAN RESOURCES COMMITTEE – GRADY CASKEY, MIKE CAYLOR, RICK CARVER, MIKE LEWIS, TOM STINNETT, ED MITCHELL, JAMES BERRONG, JEFF HEADRICK, *PHYLLIS CRISP (COUNTY MAYOR APPOINTMENT)* DAVID MURRELL (SCHOOL REPRESENTATIVE), ROB BRITT, AND SCOTT GRAVES and (D.1.g.) INSURANCE COMMITTEE – GRADY CASKEY, MIKE CAYLOR, RICK CARVER, MIKE LEWIS, TOM STINNETT and (D.1.h.) INFORMATION TECHNOLOGY COMMITTEE – RICK CARVER, MIKE LEWIS, TONA MONROE, JIMMY COX (HIGHWAY REPRESENTATIVE), MIKE CAIN (IT INTERIM), *GAYE HASTY (COUNTY MAYOR APPOINTMENT)*, SCOTT GRAVES, JOHN HERRON (SCHOOL REPRESENTATIVE) KEITH HACKNEY (SHERIFF'S OFFICE REPRESENTATIVE), ED MITCHELL and (D.1.i.) AUDIT COMMITTEE – ANDY ALLEN AND RON FRENCH and (D.1.j.) VETERAN'S AFFAIRS COMMITTEE – DENISE R. WESTON.

Commissioner French made a motion to approve items D.1.b – items D.1.j. Commissioner Bennett seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Abstain	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Absent
Bowers-Yes	Daly-Yes	Moon-Yes
Carter-Abstain	Farmer-Yes	Samples-Yes
Carver-No	French-Yes	Stinnett-Yes

There were 16 voting yes, 1 voting no, 2 abstain, and 2 absent.

Chairman Moon declared the motion to approve the appointments to have passed.

**IN RE: A RESOLUTION TO AMEND GENERAL PURPOSE SCHOOL BUDGET
\$5,000.00 (16-09-003)**

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

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Absent
Bowers-Yes	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 19 voting yes, 0 voting no, 0 abstain, and 2 absent.

Chairman Moon declared the motion to have passed and the resolution adopted.

**IN RE: RESOLUTION TO AMEND GENERAL COUNTY BUDGET
\$70,026.07 (16-09-004)**

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

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Absent
Bowers-Yes	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 19 voting yes, 0 voting no, 0 abstain, and 2 absent.

Chairman Moon declared the motion to have passed and the resolution adopted.

**IN RE: RESOLUTION TO AMEND HIGHWAY BUDGET
\$392,500.00 (16-09-005) and
RESOLUTION TO AMEND HIGHWAY BUDGET
\$297,693.94 (16-09-006)**

Commissioner Caylor made a motion to adopt resolutions 16-09-005 and 16-09-006.

Commissioner Bowers seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Absent
Bowers-Yes	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 19 voting yes, 0 voting no, 0 abstain, and 2 absent.

Chairman Moon declared the motion to have passed and the resolutions adopted.

IN RE: ARCHIVES DEVELOPMENT GRANT APPLICATION

Commissioner Melton made a motion to approve the grant application. Commissioner Daly seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Absent
Bowers-Yes	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 19 voting yes, 0 voting no, 0 abstain, and 2 absent.

Chairman Moon declared the motion to have passed and the grant application approved.

IN RE: SETTING OF PUBLIC HEARING – OCTOBER 11, 2016, 6:00 PM, ROOM 430 BLOUNT COUNTY COURTHOUSE, MARYVILLE, TENNESSEE – REGARDING REQUEST TO REZONE PROPERTY LOCATED AT 5823 CALDERWOOD HIGHWAY FROM R-1-RURAL DISTRICT 1 TO RAC2- RURAL ARTERIAL COMMERCIAL DISTRICT 2.

Commissioner French made a motion to set the Public Hearing for October 11, 2016, 6 p.m., Room 430, Blount County Courthouse, Maryville, Tennessee. Commissioner Allen seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Absent
Bowers-Yes	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 19 voting yes, 0 voting no, 0 abstain, and 2 absent.

Chairman Moon declared the motion to have passed and the public hearing set.

IN RE: ADJOURNMENT

Chairman Moon declared the meeting to be adjourned.

**STATE OF TENNESSEE
COUNTY OF BLOUNT**

BE IT REMEMBERED, that a Special Called meeting of the Blount County Board of Commissioners was held on Monday, September 19, 2016, at 5:00 p.m. at the Blount County Courthouse in Maryville, Tennessee.

An electronic roll call was taken by Gaye Hasty, Blount County Clerk.

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

There were 18 present and 3 absent. Chairman Moon declared a quorum to exist. The following proceedings were held, to-wit:

IN RE: A RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS OF BLOUNT COUNTY, TENNESSEE, IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$160,000,000, IN TWO OR MORE SERIES; MAKING PROVISION FOR THE ISSUANCE, SALE AND PAYMENT OF SAID BONDS, ESTABLISHING THE TERMS THEREOF AND THE DISPOSITION OF PROCEEDS THEREFROM; PROVIDING FOR THE LEVY OF TAXES FOR THE PAYMENT OF PRINCIPAL OF, PREMIUM, IF ANY, AND INTEREST ON THE BONDS; AND AUTHORIZING THE TERMINATION OF CERTAIN INTEREST RATE SWAP AGREEMENTS RELATING TO OUTSTANDING BONDS OF THE COUNTY. (16-09-007)

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

Commissioner Akard made a motion to amend the Resolution striking the words “providing for” on the fourth line from the bottom (in the caption) and inserting the words “preventing” and after the words “the levy of” insert the words “any new” and after the word “taxes” insert the words “including, but not limited to a wheel tax.” The amendment would read as follows, “PREVENTING THE LEVY OF ANY NEW TAXES INCLUDING, BUT NOT LIMITED TO, A WHEEL TAX FOR THE..... Commissioner Monroe seconded the motion.

An electronic vote was taken on the motion to amend.

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

There were 2 voting yes, 16 voting no, 0 abstain, and 3 absent. Chairman Moon declared the motion to amend to have failed.

Commissioner Allen made a motion to amend the Resolution to increase the amount on page 2 in the packet and page 1 of the resolution after the words “not to exceed” to increase the amount from \$160,000,000 to \$165,000,000, and on page 3 in the packet and page 2 of the resolution under the last Whereas, to increase that from \$160,000,000 to \$165,000,000, and page 4 of the packet and page 3 of resolution, paragraph (j.), increase from \$11,000,000 to \$16,000,000, and page 6 of the packet and page 5 of the resolution in section 4(a) increase from \$11,000,000 to \$16,000,000. Commissioner French seconded the motion.

An electronic vote was taken on the motion to amend.

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

There were 14 voting yes, 4 voting no, 0 abstain, and 3 absent. Chairman Moon declared the motion to amend to have passed.

Commissioner Akard made a motion to amend the Resolution in Section 7, of the resolution, after the words "said year" and before the word "Principal" insert the words "It is not the intention of this resolution to levy any new taxes." Commissioner Monroe seconded the motion.

An electronic vote was taken on the motion to amend.

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

There were 5 voting yes, 13 voting no, 0 abstain, and 3 absent.

Chairman Moon declared the motion to amend to have failed.

An electronic vote was taken on the resolution as amended.

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

There were 14 voting yes, 4 voting no, 0 abstain, and 3 absent.

Chairman Moon declared the motion to have passed and the resolution adopted as amended.

IN RE: ADJOURNMENT

There being no further business, Chairman Moon declared the meeting adjourned.

October 5, 2016

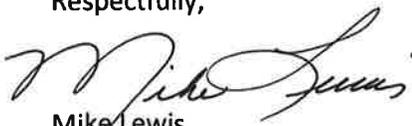
Chairman Jerome Moon
Maryville, Tn 37804

Re: Resignation from Blount County Commission Vice Chair position

Chairman Moon,

After being elected to the Vice Chair position last month I have given much thought to the time and attention this position will command. As I currently serve on the Budget, Insurance and IT committees I do not think I can effectively fulfill the requirements of the Vice Chair position. As a result, I am submitting my resignation to you of the Vice Chair position effective today. I look forward to continue to serve on those committees that I am a part of. Thank you for your time and attention.

Respectfully,


Mike Lewis

BUDGET TRANSFERS

G.3. BCSO - \$27,750.00 (CONSOLIDATION OF LONGEVITY PAY)

BUDGET INCREASES, DECREASES, AND/OR ADJUSTMENTS

G.4. HIGHWAY (INCREASE) - \$49,815.46 (SALE OF EQUIPMENT ON GOVDEALS)

RESOLUTION NO. 16-10-005

Sponsored by: Commissioners Mike Lewis and Jerome Moon

A RESOLUTION TO AMEND HIGHWAY BUDGET.

WHEREAS, Blount County would like to increase the Highway Budget to adjust for the unbudgeted revenue from sale of property to be used for needed building improvements and renovations.

WHEREAS, it is deemed to be in the best interest of Blount County, to amend the Highway Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 20th day of October, 2016 that the Highway Budget shall be amended as follows:

Estimated Revenue:

131-0-445401-0 Sale of Property – Motor Vehicles.....\$49,815.46

Appropriation:

131-061000-500707 Building Improvements\$49,815.46

Duly authorized and approved this 20th day of October, 2016.

CERTIFICATION OF ACTIONATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

Request for Budget Increase

Revenue Data

- Assets #70 & 18 (Military Dump Trucks) are deemed unfit and unsafe for the Highway's purposes. Ex: Parts are no longer available for replacement, the tires are meant for sand and not suitable to our environment and they do not perform in snow removable as was anticipated.
- They were auctioned to the highest bidder in September 2016 by the Blount County Purchasing Department through sealed bid.
- The auction resulted in a combined total of \$49,815.46 and was deposited as revenue into 131-445401 (Sale of Property-Motor Vehicles).
- This money was not estimated or projected into this FY budget.

Purpose for Increase

- Renovation to several heat/air units.
- Reestablish a lock system that is compatible with the rest of the county and fire codes.
- Other office repairs and renovations.

Approval

The Highway Department is respectfully asking for a budget increase to reflect the \$49,815.46 that we received from the auction of two assets as the information is listed above.

Revenue Data

Specify a fund and accounting year

131- HIGHWAY/PUBLIC WORKS FUND

▼ Current ▼ FIND

131- HIGHWAY/PUBLIC WORKS FUND for the Current accounting year

Account	Project	Account Desc	Estimated	Actual	Balance	Project Desc
401620	0	PAYMENTS IN LIEU OF TAXES-LOCAL UTILITIES	180,000.00	0.00	180,000.00	
402100	0	LOCAL OPTION SALES TAX	2,702,000.00	250,870.65	2,451,129.35	
402800	0	MINERAL SEVERANCE TAX	40,000.00	0.00	40,000.00	
411400	0	CABLE TV FRANCHISE	240,000.00	166,222.23	73,777.77	
415900	0	OTHER PERMITS	170,000.00	0.00	170,000.00	
441100	0	INVESTMENT INCOME	3,000.00	3,177.98	-177.98	
441300	0	SALE OF MATERIALS & SUPPLIES	900.00	3,411.00	-2,511.00	
441450	0	SALE OF RECYCLED MATERIALS	3,000.00	1,769.70	1,230.30	
445300	0	SALE OF EQUIPMENT	10,000.00	15,187.34	-5,187.34	
445401	0	SALE OF PROPERTY MOTOR VEHICLES	0.00	49,815.46	-49,815.46	
464100	0	BRIDGE PROGRAM	291,740.07	0.00	291,740.07	
464200	0	STATE AID PROGRAM	374,250.00	0.00	374,250.00	
464201	0	STATE AID PROGRAM	509,600.00	0.00	509,600.00	
469200	0	GASOLINE & MOTOR FUEL TAX	2,329,000.00	224,711.42	2,104,288.58	
469300	0	PETROLEUM SPECIAL TAX	80,000.00	7,396.51	72,603.49	
489900	0	OTHER	24,203.87	0.00	24,203.87	
497000	0	INSURANCE RECOVERY	500.00	0.00	500.00	
			6,958,193.94	722,562.29	6,235,631.65	

[Finance Information Menu](#)

Budget Amendment Request

FY 16-17

Department: Hwy
Account: 131-61000

Type of Amendment: (check one)

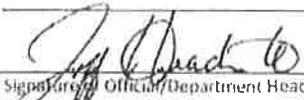
- Transfer** (no overall change to adopted budget)
- Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO	131-61000-500707	Building Improvments	49,815.46
TOTAL			49,815.46

	Account Number	Description	Amount
FROM	131-0-445401	Sale of Property	49,815.46
TOTAL			49,815.46

Explanation: Move sale of two unusable military dump trucks to building improvements to make needed repairs/renovation to Hwy Building.

 10/4/16
Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

OTHER BUDGET ITEMS

- G.5.a.** REGISTER OF DEEDS – LOCAL GOVERNMENT ARCHIVES GRANT APPLICATION (NO MATCH REQUIRED)
- G.5.b.** RECORDS MANAGEMENT – LIBRARY & ARCHIVES GRANT APPLICATION (NO MATCH REQUIRED)
- G.5.c.** TCRS RESOLUTION REQUESTED FOR PARKS AND RECREATION

**Blount County, Tennessee
Grant (Contract) Worksheet**

(adopted February 21, 2013)

Please provide the information below for any Grant being applied for or recently awarded.

Once completed, return the worksheet via e-mail to the Grant Accountant at accounting@blounttn.org.

Requesting Department: Register of Deeds
Contact Person's Name, email, phone # (person applying for grant): Phyllis Crisp, pcrisp@blounttn.org, 273-5886
Financial Reporting Person's information (if different than contact): _____
Project/Program Director's Name, email, phone # _____
Name of Granting Agency: Tennessee State Library and Archives
Grant Name: Direct Grants to Local Government Archives
Is a grant application required? YES NO _____
Is this a one-time grant? YES NO _____ If no, is the grant recurring? _____

Grant Funds Requested: _____ \$6,850

Are County Funds Required (Match)? If so when approved, a budget amendment for match will need to be included with this form
No _____

Total Amount of Grant: \$ _____ 6,850

Brief Description for Use of Grant Funds:
(Equipment, Gear, Personnel, etc.)

Scanning and binding repair of old bound books.

If the grant is in the application processes, what is the submission deadline? _____ 4-Oct-16

Worksheet reviewed by -

Grant Accountant and/or Finance Director:

Angeline Dhaule

Date of Commission approval: _____

Please provide the remaining information once the Grant is approved.

Grant CFDA# (Catalog of Federal Domestic Assistance): _____

Date of Grant Award: _____

Grant Period: (such as: Oct 1 - Sept 30) _____

Expiration Date of Grant, as established by the Granting Agency: _____

Anticipated Closing Date of Grant Project: _____

How will we receive the Grant Funds? (direct deposit, check, other) _____

How often will the Grant Funds be sent? (monthly, quarterly, one payment, other) _____

**** Attach Budget Amendment(s) to this form when grant approved ****

To: Blount County Budget Committee

From: Jackie Glenn, Records Manager & Archivist

October 5, 2016

Re: State Board Programming Grant Application

I would like to apply for a State Board Programming Grant through Tennessee State Library and Archives for \$5,000.00. This grant is fully funded and requires no match. If the grant is awarded to us I plan to use this money to purchase archival supplies and materials.

I apologize for not getting this grant worksheet request in sooner. The grant application is due October 18, 2016. I didn't realize the Commission meeting would be after the grant application deadline or I would have sent it in last month. Thank you for your consideration.

**Blount County, Tennessee
Grant (Contract) Worksheet**

(adopted February 21, 2013)

Please provide the information below for any Grant being applied for or recently awarded.

Once completed, return the worksheet via e-mail to the Grant Accountant at accounting@blounttn.org.

Requesting Department: Blount Co. Records Management & Archives
Contact Person's Name, email, phone # (person applying for grant): Jackie Glenn
Financial Reporting Person's information (if different than contact): _____
Project/Program Director's Name, email, phone # Jackie Glenn, jglenn@blounttn.org, 380-4295
Name of Granting Agency: Tennessee State Library & Archives
Grant Name: State Board Programming Grant
Is a grant application required? YES NO _____
Is this a one-time grant? YES NO _____ If no, is the grant recurring? _____

Grant Funds Requested: _____ **\$5,000.00**

Are County Funds Required (Match)? If so when approved, a budget amendment for match will need to be included with this form
No

Total Amount of Grant: _____ **\$ 5,000**

Brief Description for Use of Grant Funds:
(Equipment, Gear, Personnel, etc.)

Archive Supplies and Materials

If the grant is in the application processes, what is the submission deadline? _____ 18-Oct-16

Worksheet reviewed by -

Grant Accountant and/or Finance Director: Angie Shurtle

Date of Commission approval: _____

Please provide the remaining information once the Grant is approved.

Grant CFDA# (Catalog of Federal Domestic Assistance): _____

Date of Grant Award: _____

Grant Period: (such as: Oct 1 - Sept 30) _____

Expiration Date of Grant, as established by the Granting Agency: _____

Anticipated Closing Date of Grant Project: _____

How will we receive the Grant Funds? (direct deposit, check, other) _____

How often will the Grant Funds be sent? (monthly, quarterly, one payment, other) _____

**** Attach Budget Amendment(s) to this form when grant approved ****

Resolution No. 16-10-004

Sponsored by: Commissioners Mike Lewis and Jerome Moon

A RESOLUTION TO AUTHORIZE A JOINT VENTURE'S PARTICIPATION IN THE TENNESSEE CONSOLIDATED RETIREMENT SYSTEM IN ACCORDANCE WITH TENNESSEE CODE ANNOTATED TITLE 8, CHAPTERS 34-37.

WHEREAS, Tennessee Code Annotated, Section 8-35-201 provides that any governing body of a joint venture between one or more political subdivisions of this State may by resolution authorize the employees of the joint venture to participate in the Tennessee Consolidated Retirement System ("TCRS") subject to the approval of the TCRS Board of Trustees; provided that each political subdivision of the State which is represented in the joint venture passes a resolution guaranteeing the payment of its prorated share of any outstanding liability so incurred by the participation; and

WHEREAS, the Board of the Recreation and Parks Commission of Maryville, Alcoa, and Blount County ("Joint Venture") has passed a resolution authorizing its employees to become members of TCRS under the provisions of state law, and under the following terms and conditions:

- A. TYPE PLAN. The Joint Venture adopts the following type plan: Regular Defined Benefit Plan;
- B. EMPLOYEE CONTRIBUTIONS. The Employees shall contribute: 5% of the employees' earnable compensation;
- C. COST-OF-LIVING INCREASES FOR RETIREES. The Joint Venture shall: PROVIDE cost-of-living increases for its retirees;
- D. ELIGIBILITY OF PART-TIME EMPLOYEES. The Joint Venture shall: NOT allow its part-time employees to participate in TCRS;
- E. PRIOR SERVICE. All service by employees of the Joint Venture that was rendered to the Joint Venture and established in TCRS as of the effective date of the Joint Venture's participation in TCRS, shall be recognized as service established with the Joint Venture; and

WHEREAS, the effective date of participation shall be on October 1, 2016 or on such later date as determined by the TCRS Board of Trustees, and the initial employer contribution rate shall be **11.26%**. Effective July 1, 2017, the employer contribution rate shall be **20.16%**, which shall be subject to change based on subsequent annual actuarial valuations. The unfunded accrued liability that remains at the effective date of participation, following the transfer of assets within TCRS to the Joint Venture's account approved by the City of Maryville by separate resolution, is \$1,327,251.

WHEREAS, Blount County is represented in such Joint Venture and desires to allow all the employees of the Joint Venture to participate in TCRS under the above terms and conditions, or under such other terms and conditions the governing body of the Joint Venture may adopt pursuant to the laws governing TCRS; provided, however, this governing body must approve by resolution any such action that would increase the liabilities of either the Joint Venture or the Political Subdivision; and

WHEREAS, the liability for participation and costs of administration shall be the sole responsibility of the Joint Venture and all public entities responsible for the direct funding of the Joint Venture and not the State of Tennessee; and

WHEREAS, the Joint Venture has passed a budget amendment appropriating the funds necessary to meet such liability and the same is attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the Blount County Board of Commissioners hereby authorizes all the employees of the Joint Venture to become eligible to participate in TCRS in accordance with the above terms and conditions subject to the approval of the TCRS Board of Trustees, and hereby guarantees the payment of **thirty-eight percent (38%)**, representing its prorated share of any outstanding liability so incurred by the above-referenced action of the Joint Venture. It is acknowledged and understood that pursuant to Tennessee Code Annotated, Section 8-35-111 neither the Joint Venture nor the Political Subdivision shall make employer contributions to any other retirement or deferred compensation plans on behalf of any employee who participates in TCRS pursuant to this Resolution wherein the total combined employer contributions to such plans exceed 3% of the employee's salary, unless the Local Government Hybrid Plan or the State Employee and Teacher Hybrid Plan is adopted by the Joint Venture for such employee.

Duly authorized and approved this 20th day of October, 2016.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

MEMO

TO: Budget Committee

FROM: Randy Vineyard, Finance Director

DATE: September 29, 2016

Re: Parks & Recreation (Joint Venture of Blount County, Alcoa and Maryville)

A resolution is proposed for your consideration and that of the County Commission regarding the employees of the Parks & Recreation Commission.

Currently, these employees are participants of the Tennessee Consolidated Retirement System (TCRS) as an employee subset of the City of Maryville. Under state law, TCRS is requiring that those employees of our Joint Venture be participants as their own employee group and actuarially stand on their own assets and liabilities. This action is being prompted by TCRS.

TCRS has suggested a resolution to each legislative body of the Joint Venture for adoption before finalizing this matter. There are no changes in plan design or benefits from what those employees currently have available to them. Currently the Joint Venture is funded at 38% County, Maryville 36%, and Alcoa 26% and there are no changes in that funding participation.

Each governing legislative body will be seeking approval of the same resolution altered only by the funding participation levels.

This is a housekeeping matter required by the TCRS.

If you have any questions, please contact me.

OTHER BUDGET ITEMS – INFORMATION ONLY

- G.5.d.** FY16-17 BUDGET UPDATE – ACCEPTANCE LETTER
FROM COMPTROLLER’S OFFICE (INFORMATION ONLY)

- G.5.e.** FY16-17 BUDGET UPDATE – BCSO (INFORMATION
ONLY)



**STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY
OFFICE OF STATE AND LOCAL FINANCE
SUITE 1600 JAMES K. POLK STATE OFFICE BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1402
PHONE (615) 401-7872
FAX (615) 741-5986**

September 20, 2016

Honorable Ed Mitchell, Mayor
and Honorable Board of Commissioners
Blount County
341 Court Street
Maryville, TN 37804-5906

Dear Mayor Mitchell and Members of the Board:

This letter acknowledges receipt of a certified copy of the fiscal year 2017 budget.

We have reviewed the budget and have determined that projected revenues and other available funds are sufficient to meet anticipated expenditures. Our review of the budget is based solely on the information we have received and is for determining that the budget appears to be balanced. With regard to programs included in the budget such as education, roads, and corrections, we have not attempted to determine that the local government has complied with specific program statutes or guidelines, or with any financing requirements prescribed by any state or federal agency. A property tax rate may be included in this budget, and we would recommend that local government officials be certain that all program requirements have been met before initiating the tax collection process.

This letter constitutes approval, by this office, for the County's fiscal year 2017 budget as adopted by the County Commission.

If you should have any questions or we may be of assistance, please feel free to call us.

Sincerely,

A handwritten signature in cursive script that reads "Sandra Thompson".

Sandra Thompson
Director of the Office of State and Local Finance

cc: Mr. Bryan Burklin, Assistant Director, Division of Local Government Audit, COT



Memo

To: Randy Viineyard
From: Deputy Chief Jarrod Millsaps *JM*
CC: Sheriff James Lee Berrong
Date: October 3rd 2016
Re: Budget Reductions of State Inmates – September Update

Per your request, we have averaged 120 TDOC inmates for the month of September. At a rate of \$37.50 per day that totals \$135,000. During the 2015 year we averaged \$230,000 a month of revenue.

RESOLUTION No. 16-10-002

Sponsored by Commissioners Brad Bowers and Tom Stinnett

A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, from R-1(Rural District One) to RAC2 (Rural Arterial Commercial District 2) for property located at 5823 Calderwood Highway.

BE IT RESOLVED, by the Board of Commissioners of Blount County, Tennessee, in session assembled this 20th day of October, 2016:

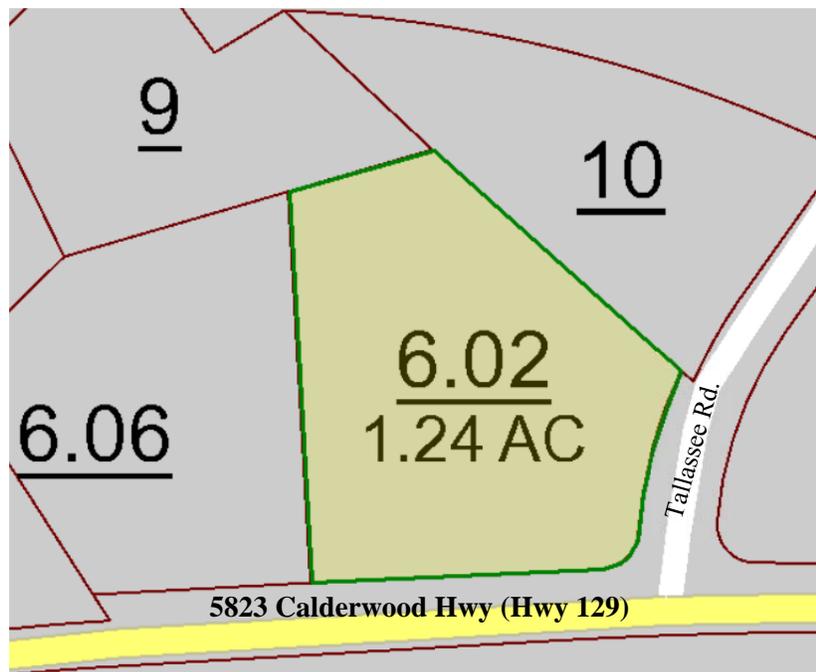
WHEREAS, the Legislature of the State of Tennessee has enabled Blount County to adopt and amend zoning regulations, including a zoning map, in Tennessee Code Annotated Sections 13-7-101, *et seq.*, and

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:

That the Zoning Map of Blount County, Tennessee, be amended by rezoning land from R-1-Rural District 1 to RAC2 – Rural Arterial Commercial District 2 for property located at 5823 Calderwood Highway, also identified as Tax Map 157, Parcel 6.02, shown on the map below.



**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

Think Quality - Think Future

Blount County Planning Department

327 Court Street
Maryville, TN 37804-5906
Tel (865) 273-5750 - FAX (865) 273-5759
e-mail - planning@blounttn.org
on-line - www.blounttn.org/planning/

MEMO

TO: Members of the Blount County Planning Commission

FROM: John Lamb 

DATE: August 18, 2016

SUBJECT: Public Hearing and Possible Action on request to rezone 5823 Calderwood Hwy from R-1-Rural District 1 to RAC2 – Rural Arterial Commercial District 2.

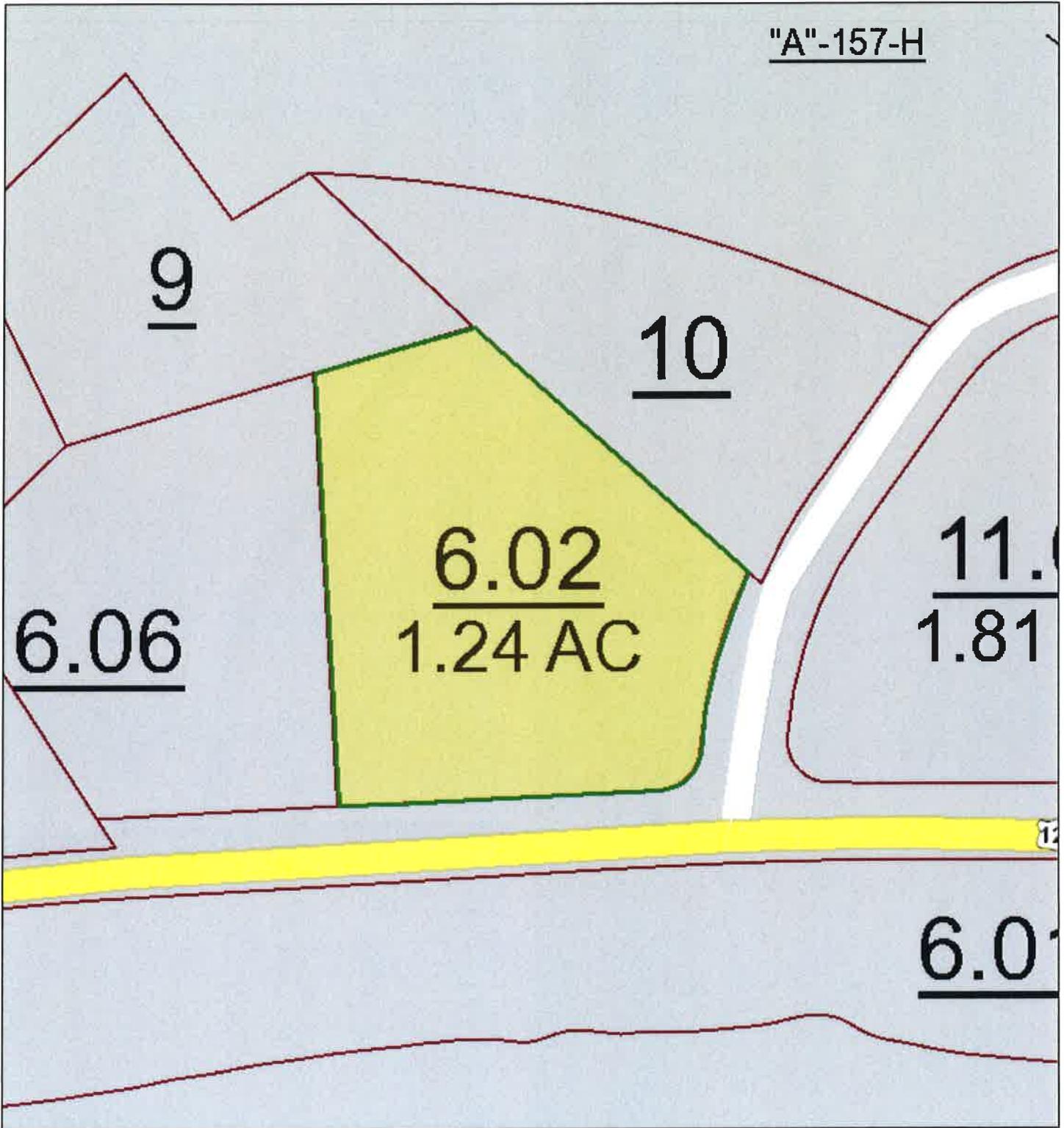
The property is identified as 5823 Calderwood Hwy, corner to Tallassee Road, also Tax Map 157 Parcel 6.02, owned by Kelso, LLC represented by Samm Pitz. See maps attached. The property was previously divided into two tax parcels, but has been combined into one lot by plat.

All of the parcel is now zoned R-1-Rural District 1, and all of the parcel is in the flood zone. Any new construction or substantial reconstruction shall meet all requirements of the flood plain regulations.

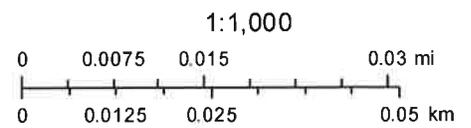
The request is to rezone to RAC2-Rural Arterial Commercial District 2. The RAC2 zone has specific geographic limitations on applicability, and the request meets those limitations by being along Calderwood Highway and within 300 feet of intersection with Tallassee Road.

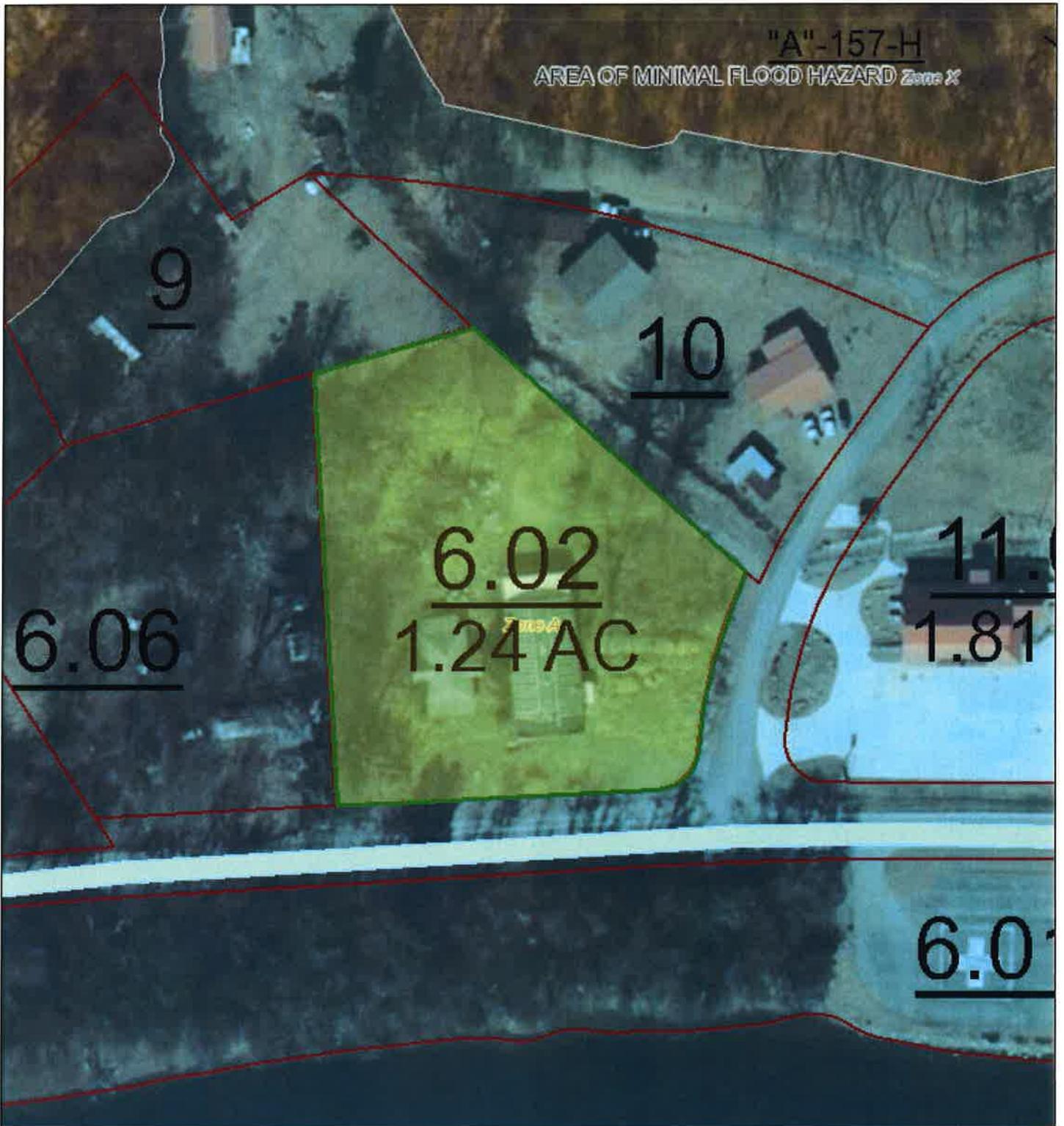
The property has two old structures, one residential and one commercial. Surrounding uses include substantial commercial across Tallassee Road.

This item is open for recommendation to the County Commission.

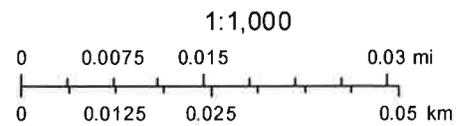


August 26, 2016





August 26, 2016

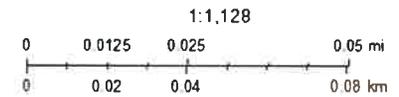


Blount County Zoning Search



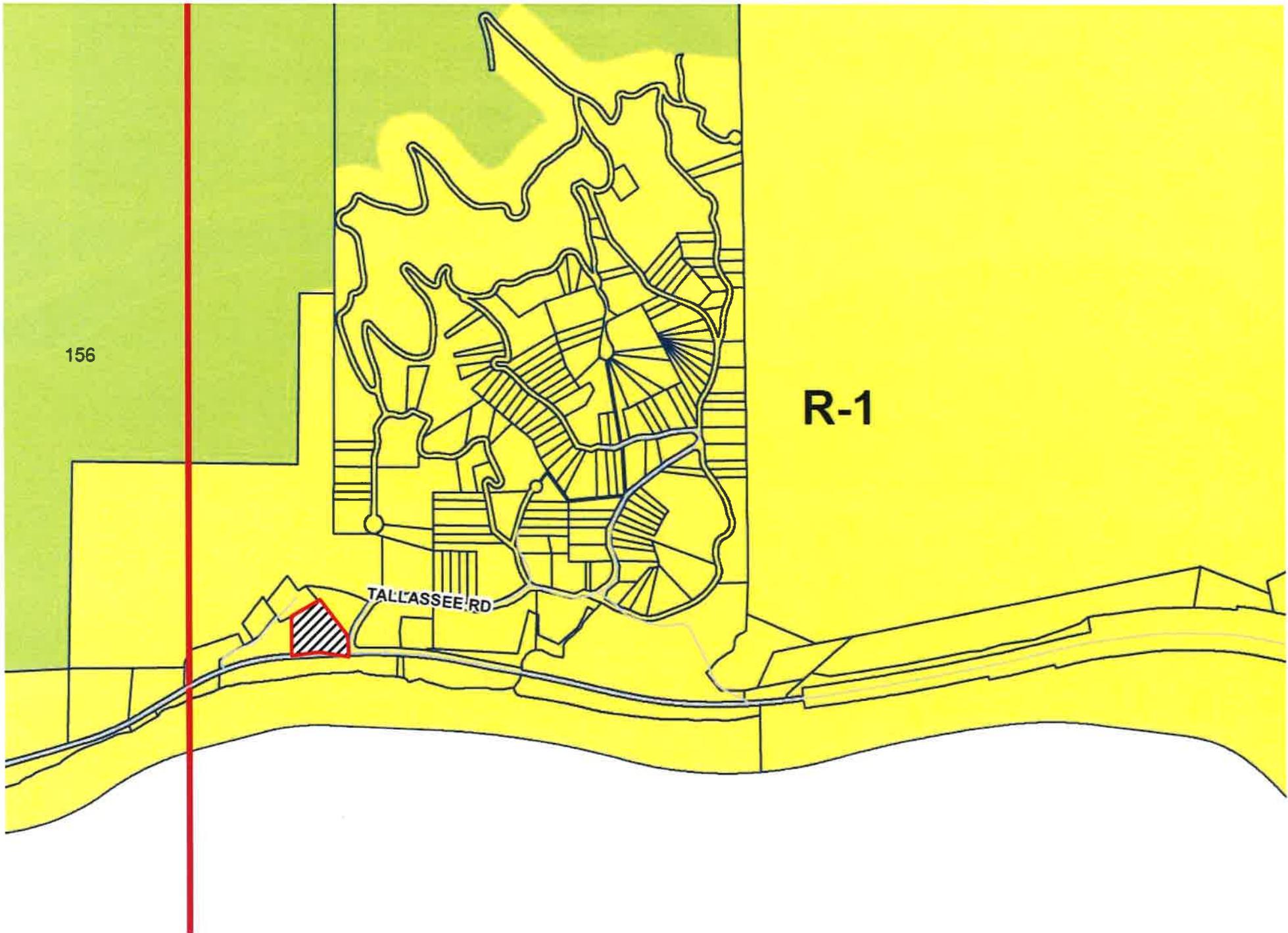
August 26, 2016

- Blount Address Point
- Blount Parcels
- Municipal Boundaries**
- ▨ Alcoa, Friendsville
- ▨ Louisville, Maryville, Rockford, Townsend



City of Alcoa, City of Maryville, Blount County GIS Group
Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community
Esri, HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors

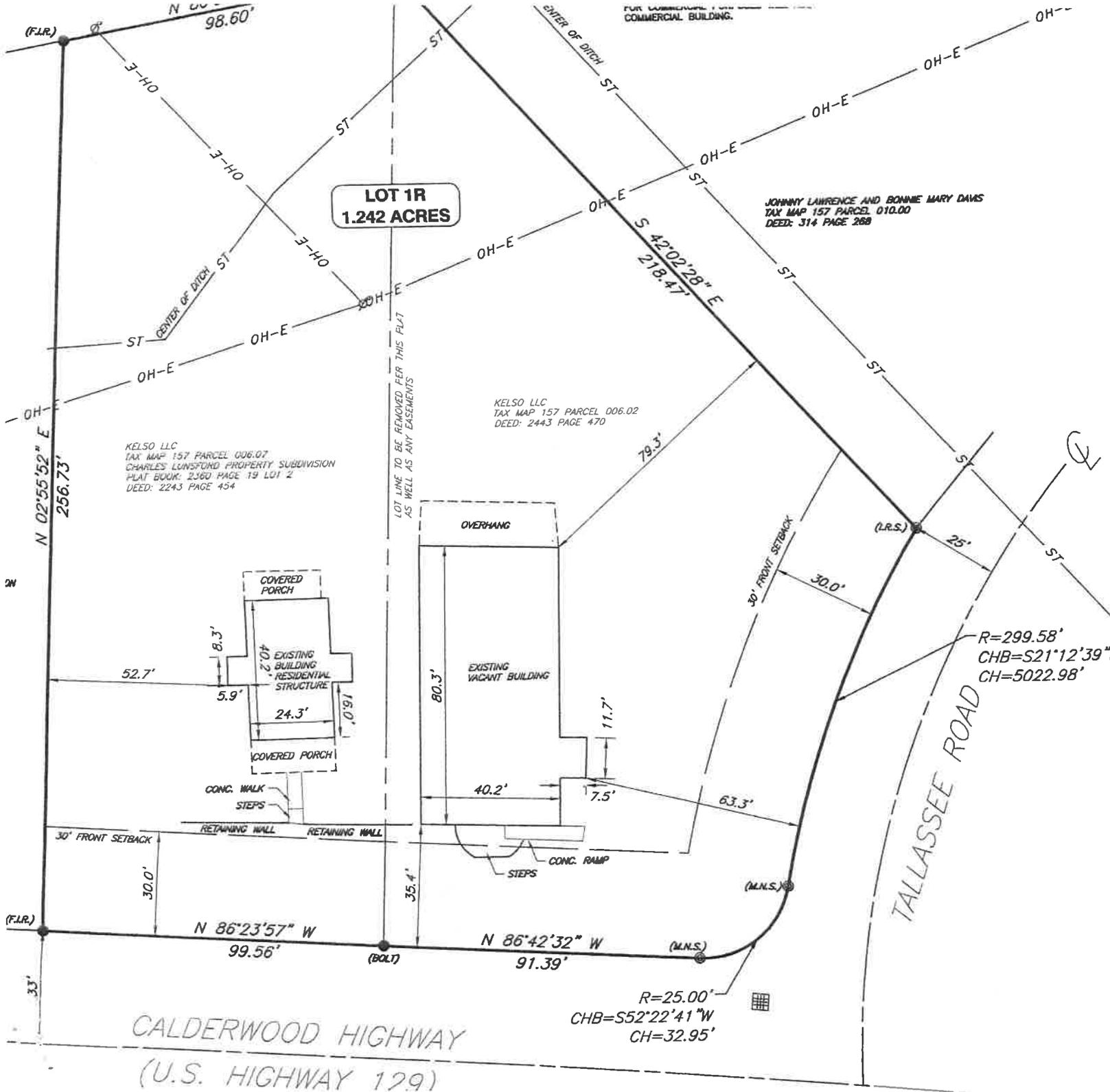
blountGIS



156

R-1

TALLASSEE RD



R=299.58'
CHB=S21°12'39"W
CH=5022.98'

R=25.00'
CHB=S52°22'41"W
CH=32.95'

CALDERWOOD HIGHWAY
(U.S. HIGHWAY 129)

REPORT OF ACTIONS by the Blount County Planning Commission August 25, 2016.

Commissioners Present: David Caldwell (Vice-Chair), Shawn Carter, Ron French, Geneva Harrison, Tom Hodge, Bruce McClellan and Jerry Roddy. Commissioners Absent: Andy Allen, Brad Bowers, Steve Samples, Ed Stucky (Chair), and Clifford Walker.

The following are not approved minutes, but are only reports of action. The following is action by the Blount County Planning Commission as recommendation to the County Commission:

Rezoning request from R-1-Rural District 1 to RAC2-Rural Arterial Commercial 2 for property located at 5823 Calderwood Highway.

Motion to recommend approval by Commissioner McClellan, seconded by Commissioner Harrison:
APPROVED with one voting no.

FOR MOTION – 6 votes: Caldwell, French, Harrison, Hodge, McClellan, and Roddy

AGAINST MOTION – 1 vote: Carter

**BLOUNT COUNTY PLANNING COMMISSION
REGULAR SESSION
AUGUST 25, 2016
5:30 P.M.**

The Blount County Planning Commission met in regular session on Thursday, August 25, 2016, at the Courthouse. Staff was represented by: John Lamb – Director of Planning, Doug Hancock – Senior Planner, Jeff Headrick – Highway Superintendent; Chico Messer – Assistant Highway Superintendent & Engineer, Jeff Hatcher – Engineering Supervisor, Justin Teague – Stormwater Program Director, and Administrative Assistant Marlene Hodge.

Commissioners Present: David Caldwell – Vice Chairman, Shawn Carter Sr., Ron French, Geneva Harrison, Tom Hodge, Bruce McClellan, and Jerry Roddy.
Commissioner(s) Absent: Andy Allen, Brad Bowers, Steve Samples, Ed Stucky – Chairman, and Clifford Walker.

The minutes for the July 28, 2016, regular meeting were unanimously approved.

PUBLIC HEARING:

Public Hearing and Possible Action: Rezoning request from R-1-Rural District 1 to RAC2 - Rural Arterial Commercial 2 for property located at 5823 Calderwood Highway:

The property is owned by Kelso, LLC represented by Samm Pitz and is currently zoned R-1 – Rural District 1. The property is located on Tax Map 157, Parcel 6.02 and the entire parcel is in the flood zone. The owner requested to be rezoned to RAC2 – Rural Arterial Commercial District 2. The property meets the requirements for a RAC2 zone.

Guy Wantiez, CEC, Inc. spoke on behalf of the owner and the request to change property from R-1 zone to RAC2 zone.

No one else spoke and the public hearing was closed.

There was no discussion.

Commissioner McClellan made a motion to forward to the County Commission a favorable recommendation; seconded by Commission Harrison. Motion approved with Commissioner Carter voting no.

PUBLIC INPUT ON ITEMS ON THE AGENDA

No one spoke to this item.

HEARINGS:

Preliminary Plats – Major Subdivisions:

Revised Preliminary -- Montgomery Farms s/d off of Big Springs Road by Montgomery Farms LLC.: 61 proposed lots: 6 lots along Big Springs Road and 55 to be served off of new county roads and a common driveway easement:

The preliminary plat was approved by the Planning Commission in May 2015. The revised preliminary plat comes back to the Planning Commission for revised road widths based on Section 9, Special Development Standards of the Subdivision Regulations for Hillside Development (Section 9.01).

This preliminary plat is a proposed 61 lot subdivision containing 49.76 acres in the S-Suburbanizing Zone and none of the parcel is located in the floodplain. Lots 1, 2, 46, 47, 48 and 49 have road frontage along the county road. All other lots are to be served exclusively off of new paved county roads. Lots 2 and 46 will be restricted to driveway access off of the proposed new county road only. All of the lots meet the minimum lot size requirements. Sight distance for the road frontage lots and the proposed new county road has been evaluated and are satisfactory. A sight distance easement will be placed along the entire road frontage lots to preserve visibility along Big Springs Road.

The proposed preliminary plat has been reviewed inclusive of subdivision regulations for small lots served by existing county road frontage, proposed new county roads and a common driveway easement with public water, electric and individual septic systems.

The previously approved road plan included the following: 1) The proposed road design includes a paved loop road; 2) The entrance road shall be 24 feet wide between the face of curbs and taper down to 22 feet wide between the face of curbs past lot 4 (eastern boundary line); and 3) the loop road section and cul-de-sec road section shall be 22 feet wide between face of curbs.

The project engineer supplied a slope analysis and a letter indicating that the proposed subdivision meets the criteria for Hillside Development and that over 55% of the project is greater than 15% slope. Section 9.04.1 for Road Design of the Special Development Standards allows for a 20' wide road between the curbs for up to 80 lots. The only change being the previously approved 22' wide road sections are to be replaced with 20' wide road sections.

Outstanding items to be completed:

1. All instructions in this staff analysis, including pre-construction meeting, state permits and construction of all improvements including road, drainage and utilities. (Pre-construction meeting has already been held.)

2. Closed depression determination from the State of Tennessee, including any necessary permits. (Previously determined that there was not any closed depression.)
3. A Property Owner's Association shall be required for the storm drainage facilities, common driveway, and sight distance easement along Big Springs Road.

Members discussed the revisions of the road with and curb.

Commissioner Roddy made a motion to approve the revised preliminary plat for Montgomery Farms, 61 lots, subject to completion of outstanding items; seconded Commissioner Carter. Motion received unanimous approval.

Final Plats – Major Subdivisions:

Montgomery Farms Phase 2 s/d off of Big Springs Road by Montgomery Farms LLC.: 55 lots on new county roads off of Big Springs Road:

The preliminary plat for Montgomery Farms was approved as a proposed 61 lot subdivision containing 49.76 acres. The final plat for Phase 2 contains Lots 3 - 46 and Lots 50 – 61. All of the proposed lots will have road frontage off of new county roads. All of the lots meet the minimum lot size requirements. Sight distance for the road frontage lots and the proposed new county road has been evaluated and are satisfactory. A sight distance easement will be placed along the road frontage of lots 46-49 lots to preserve visibility along Big Springs Road (on the Phase 1 final plat).

The proposed Montgomery Farms Phase 2 final plat was reviewed inclusive of subdivision regulations for small lots along county roads with public water, underground electric and individual septic systems.

Outstanding items to be completed:

1. Completion of road paving and all drainage and common driveway improvements and final inspection by staff. (Staff discussed some recent damage due to storm event and that erosion and stone base would be repaired prior to paving.)
2. Certification from project engineer for road and drainage facilities.
3. A Property Owner's Association shall be required for the storm drainage facilities and sight distance easement along Big Springs Road for Phase 2.
4. Signature plats with Electric and Water utilities certifications or a surety posted to each utility that electric and water is available to each lot and

Environmental Health Department certification with any required lot line modifications.

5. \$40.00 per lot platting fee.

There was no discussion.

Commissioner Hodge made a motion to approve the final plat for Montgomery Farms Phase 2, 55 lots subject to meeting all requirements, applying identified conditions, and addressing deficiencies; seconded by Commissioner Harrison. Motion received unanimous approval.

Preliminary and Final Plats – Minor Subdivisions:

Graham and Chumley Property by David Graham and Adina Chumley: 3 lots along Marble Hill Road and a remainder greater than 5 acres:

The preliminary and final plat is a proposed 3 lot subdivision containing 2.07 acres and a remainder greater than 5 acres located in the R-1 zone. None of the parcel is located in a floodplain. All three of the proposed new lots front along the county road as does the remainder. The proposed lots meet the minimum lot size requirements. Sight distance for the road frontage has been evaluated with Planning and Highway Department staff and is satisfactory.

The proposed Graham and Chumley Property was reviewed inclusive of subdivision regulations for small lots along a county road with public water, electric and individual septic systems and is satisfactory.

Outstanding items to be completed:

1. Signature plats including water, electric and Environmental Health Department certification and a \$20 per lot platting fee.

Both utility companies, electrical and water have made arrangements with the property owner and will sign the plat. Water lines are scheduled to be installed in that area beginning this fall.

Commissioner Hodge made a motion to approve the preliminary and final plat for Graham and Chumley, 3 lots subject to meeting all requirements, applying identified conditions, and addressing deficiencies; seconded by Commissioner Roddy. Motion received unanimous approval.

MISCELLANEOUS ITEMS:

Brenda Cornwell Property by Brenda Cornwell off of Camelot Drive (private): 2 lots off existing common driveway easement. Variance request to number of lots off of common driveway:

The property contains approximately 5.6 acres off of Camelot Drive and is within the R-1 zone. The owner requested to subdivide the property with two residences into individual lots. A concept drawing was given to members for review indicating the two lots to be subdivided.

A variance to the subdivision regulation is indicated to the number of lots served by the common driveway. The regulations allow for four lots exclusively. The division of the Cornwell Property would add a fifth lot to the existing shared driveway.

Both homes and driveways are already accessing Camelot Drive and are of long standing. Originally, Ms. Cornwell had two separate deeds for two separate parcels that were combined by way of order of standardization in 1999 that created her current 5.6 acre parcel. This is essentially to re-divide her property back into two parcels and separate the two existing homes.

Outstanding Items to be completed:

1. Consideration of Variance Request by the Planning Commission.
2. A plat will have to be prepared by a surveyor and presented to staff for review and approval; including review and approval by the Environmental Health Department. Any additional residence to be added to either lot will require either lot to meet the minimum of 1.67 acres for two units and meet Environmental Health Department requirements for septic and duplication approval. There is also a \$20 per lot platting fee. Environmental Health Department fees are separate and may require soil information from a State Soil Scientist to be provided by the owner as well prior to staff certifying the final plat.

Commissioner Roddy made a motion to approve the variance request to subdivision regulations for the number of lots served by a common driveway subject to the completion of outstanding items; seconded by Commissioner French. Motion received unanimous approval.

Re-subdivision of Lot 1 Old Cove Estates by Richard and Mary Carnes off Old West Millers Cove. Variance request to number of lots off common driveway:

The proposed re-subdivision of Lot 1 contains a total of 5.07 acres located in the R-1 zone. The proposed plat shows Lot 1 being cut into Lots 1R-1 and 1R-2. Lot 1R-1 will have access off of an existing easement and Lot 1R-2 will have access off the end of Old West Millers Cove Road.

The subdivision regulations allow for no more than four lots to be served by a common driveway easement. The proposed division will still have only four lots exclusively off the easement as Lot 1R-2 retains road frontage on the county road.

However the shared paved driveway that crosses the proposed Lots 1R-1 and 1R-2 will have a total of five lots.

When lots have been added to common driveway easements in the past, the other lot owners that have potentially enough land to re-subdivide are notified by the proponent and can either agree or disagree with the proposed division.

Planning staff supplied the a form to the proponent in order to seek the signatures of the other property owners and their acknowledgement that they are aware of the four lot limitation off of the common driveway, which may not allow them to re-divide their property in the future. The owner has attempted to obtain signatures from the neighbors; two are in agreement and one, Mr. Reeves, is inaccessible, possibly out of the country.

In most cases the Planning Commission has allowed these types of re-subdivisions on a "first come-first serve" basis, even when some of the other owners have objected.

The driveway easement is of long standing and the condition of the driveway is satisfactory. A soil map will be required by Environmental Health Department for the proposed new lots. In addition, the Environmental Health Department will have to sign the final plat. Utilities are in place for both lots.

Commissioner Hodge made a motion to approve the plat with variance to subdivision regulations for the number of lots allowed off a common driveway subject to meeting all requirements; seconded by Commissioner Roddy. Motion received unanimous approval.

PUBLIC INPUT ON ITEMS NOT ON THE AGENDA

No one spoke to this item.

ADJOURNMENT:

There being no further business to conduct, the Chairman declared the meeting adjourned.

Secretary

RESOLUTION NO. 16-10-003

SPONSORED BY: Commissioner Tom Stinnett; Commissioner Rick Carver; Commissioner Grady Caskey;
Commissioner Mike Lewis

**A RESOLUTION TO ADOPT THE UPDATES TO THE COUNTY EMPLOYEE HANDBOOK AND HANDBOOK
SUPPLEMENTS**

WHEREAS, the Blount County Human Resources Committee met on September 20, 2016; and made a recommendation to adopt the updates to the County employee handbook;

WHEREAS, the Circuit Court Clerk , the County Clerk, the Highway Department, the Property Assessor, the Register of Deeds, and the Sheriff's Office all have additional policies and procedures that are supplemental to the County employee handbook; the Human Resources Committee made a recommendation to adopt the supplements as well;

WHEREAS, the adoption of the employee handbook and supplements will replace all previous editions of the handbook;

WHEREAS, TCA 5-23-103 states all base personnel policies adopted by the county legislative body shall be filed annually on or before November 30th each year;

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 20th day of October 2016 that the recommendation of the Blount County Human Resources Committee to approve the employee handbook and supplements above should be effective upon passage and 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 Committee Minutes

Tuesday September 20, 2016 5:00 pm
Room 430 Blount County Courthouse

Members Present: Commissioner Mike Lewis, Rick Carver, Tom Stinnett, Grady Caskey; School Representative Robert Britt, David Murrell; Mayor Ed Mitchell; Highway Superintendent Jeff Headrick; Register of Deeds Phyllis Crisp; Trustee Scott Graves

Members Absent: Commissioner Mike Caylor; Sheriff James Berrong

Others Present: Human Resources Director Jenny Morgan

Commissioner Chairman Jerome Moon requested nominations from the Committee to appoint a chairman for the committee. Commissioner Stinnett made the nomination to appoint Commissioner Caskey as the chairman and seconded by Commissioner Lewis. Commissioner Caskey nominated Mayor Mitchell and Mayor Mitchell declined. Mayor Mitchell nominated Trustee Scott Graves and seconded by Commissioner Carver. Trustee Scott Graves declined. A motion was made by Commissioner Lewis and seconded by Commissioner Carver to close nominations. A roll call vote was taken for Commissioner Caskey to serve as Chairman: 8 Caskey; 1 Abstain; 3 Absent. Motion Passed. Robert Britt arrived after the roll call vote was taken.

Commissioner Lewis- Caskey	Commissioner Stinnett- Caskey
Commissioner Carver- Caskey	Commissioner Caylor- Absent
Commissioner Caskey- Abstain	School Representative Robert Britt- Absent
School Representative David Murrell-Caskey	Mayor Ed Mitchell- Caskey
Sheriff James Berrong- Absent	Hwy Superintendent Jeff Headrick- Caskey
Register of Deeds Phyllis Crisp- Caskey	Trustee Scott Graves- Caskey

Commissioner Caskey asked to suspend rules to elect chair of Insurance Committee; there was no objection. Commissioner Stinnett nominated Commissioner Lewis and seconded by Commissioner Carver. Commissioner Caskey nominated Commissioner Carver; the nomination failed due to lack of a second. A motion was made by Commissioner Stinnett and seconded by Mr. Britt to close nominations. Mr. Britt cannot second to close nominations because he is not a member of the insurance committee, but a vote was taken so nominations are closed. A roll call vote was taken to elect Commissioner Lewis as Chairman: 3 Lewis; 1 Abstain; 1 Absent. Motion passed.

Commissioner Lewis- Abstain	Commissioner Stinnett- Lewis
Commissioner Carver- Lewis	Commissioner Caylor- Absent
Commissioner Caskey- Lewis	

Chairman Caskey requested nominations from the Committee to appoint a Vice Chairman for the committee. Commissioner Lewis nominated Commissioner Stinnett and seconded by Commissioner Carver. Mayor Mitchell moved to cease nominations and seconded by Commissioner Lewis. A roll call vote was taken to elect Commission Stinnett as Vice Chairman: 9 Stinnett, 1 Abstain, 2 Absent. Motion passed.

Commissioner Lewis- Stinnett	Commissioner Stinnett- Abstain
Commissioner Carver- Stinnett	Commissioner Caylor- Absent
Commissioner Caskey- Stinnett	School Representative Robert Britt- Stinnett
School Representative David Murrell-Stinnett	Mayor Ed Mitchell- Stinnett
Sheriff James Berrong- Absent	Hwy Superintendent Jeff Headrick- Stinnett
Register of Deeds Phyllis Crisp- Stinnett	Trustee Graves- Stinnett

Input on Items on the Agenda

None at this time

Monthly Revenue/Expenditures

HR Director Jenny Morgan discussed with the committee the revenue and expenditures spreadsheet. Changes the committee made during the month of August are starting to show. The school system terminations at the end of the school year often result in fewer claims during the summer months because there are less people on the plan.

Member count at the end of August is 1,679 employees and 3,628 total members. The number of people that have employee-child has decreased as children turn 26 or getting their own coverage.

Discussion and Possible Action on Committee Meeting Schedule

A motion was made to meet quarterly by Commissioner Stinnett and seconded by Sherriff Berrong. All vote aye, no opposed.

Discussion and Possible Action on Updates to Employee Handbook

HR Director Jenny Morgan presented the updates to the employee handbook. Employees will sign that they have read the handbook. Anyone who drives a county vehicle will sign the updated policies in addition to the handbook. Most updates to the handbook are clarification. Trustee Scott Graves motioned to forward the handbook to Commission to approve and seconded by Commissioner Lewis. All vote aye; no opposed.

Public Input on Items not on the Agenda

None at this time

Adjournment 5:39 pm



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
www.blounttn.org/hr

TO: Blount County Human Resources Committee

RE: Blount County Employee Handbook Updates

DATE: September 14, 2016

The following list contains the sections of the Blount County Employee Handbook which have been updated and are being submitted for your review to forward to the County Commission for adoption.

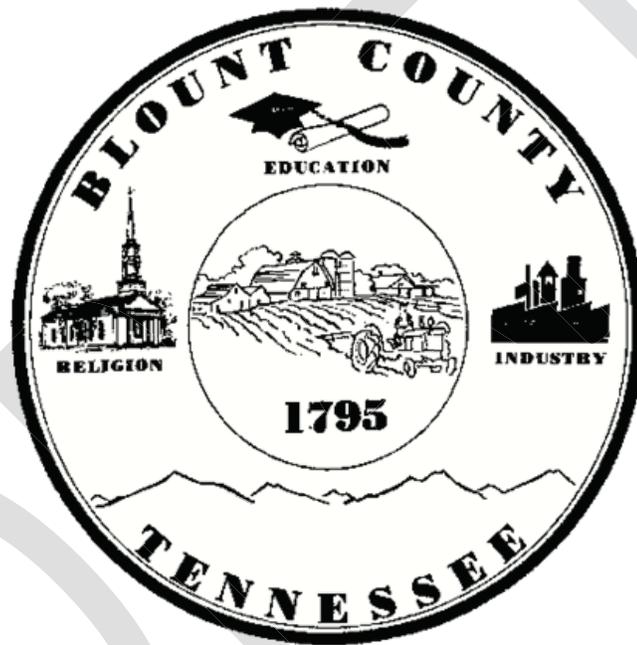
- Code of Ethics
 - County Vehicle Use Policy – page 7
- Classification and Compensation
 - Pay Periods – page 9
 - Job Titles and Pay Structure – page 10
- General Personnel Policies
 - Attendance – page 11
 - Personal Cell Phone Use – page 11
 - Work Hours and Time Records – page 11
 - Performance Evaluations – page 13
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Also included in this packet are handbook supplements from the following elected offices.

Circuit Court Clerk
County Clerk
Highway Department

Register of Deeds
Blount County Sheriff's Office
Property Assessor

Blount County Government Employee Handbook



Blount County Government
Maryville, TN

Revision Date: September 2016

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Revision Date: September 8, 2016

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Introduction

We are pleased to introduce the revised Blount County employee handbook. This handbook has been designed to outline and summarize basic personnel policies, employee benefits, employee responsibilities, and employee rights. This handbook is intended to be useful for all Blount County employees.

Blount County is committed to providing a quality workplace for employees. It is our goal to:

- Provide management that is skilled, fair, and concerned about the welfare of our employees.
- Equitably compensate each employee in accordance with our classification and compensation plan.
- Fill vacancies or new positions, where appropriate, by transfer or promotion from within the County.
- Discuss willingly and frankly any problems, complaints, or questions on County personnel policies.
- Keep employees informed of any changes that may affect them or their families.

This handbook revokes and supersedes all prior handbooks, amendments, and any policy or communication related to the employee handbook.

This handbook was developed to provide general guidelines about Blount County Government's policies and procedures for employees; however, it does not contain promises to any employee about how any particular situation will be handled. It is a guide to assist employees in becoming familiar with some of the benefits and obligations of employment, including our policy of at-will employment. None of the guidelines in this handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or any specific type of work. These guidelines are subject to modification, amendment, or revocation by Blount County Government at any time, without advance notice.

It is the intention of Blount County Government to adhere to all State and Federal laws. Any personnel policy found to be in conflict with a State or Federal law will be changed to ensure compliance with the law.

Amendments to the handbook may be made periodically and communicated to all Blount County employees.

All questions pertaining to information found in this handbook should be referred to the Human Resources Department.

Policies for Employees of Elected Officials

Elected Officials have the jurisdiction to create, maintain, and administer additional personnel policies and procedures. In these cases, the Elected Officials will provide the additional policies for their employees as required by T.C.A 5-23-103.

State and Federal Policies

Equal Employment Opportunity Policy

Blount County maintains an equal employment opportunity policy and does not discriminate in hiring practices or terms and conditions of employment. All applicants and employees receive equal employment opportunities and all personnel decisions, actions, and conditions affecting employees, including, but not limited to assignment, transfer, promotion, and compensation, will be governed by the principles of equal opportunity.

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or discipline because of political or religious opinions or affiliations or because of race, religion, national origin, sex, age, disability, veteran status, or any other category protected by law, shall be prohibited. The Human Resources Director has been designated as the Equal Employment Opportunity (EEO) Officer for Blount County. The EEO Officer has overall responsibility for the implementation and monitoring of the County's Equal Employment Policy.

Equal Employment Opportunity Grievance Procedure

Any employee who has a concern regarding discrimination or harassment should utilize the following procedure:

1. If you are not able to resolve the matter with your supervisor, or if you are not comfortable addressing the matter with your supervisor for any reason, bring your concern to the attention of your Department Head. If this does not resolve the matter address the situation with the Director of Human Resources.
2. If you are not able to resolve the matter with your supervisor, or if you are not comfortable addressing the matter with your supervisor for any reason, bring your concern to the attention of the Director of Human Resources.
3. You may be able to resolve the matter via meeting with the Director of Human Resources. Where an investigation is in order, one will be conducted. You will be advised of the results and proposed solution. Also, the complaint, investigation and findings will become part of the investigation record, which will be maintained separately from your personnel file.
4. If you are not satisfied with the results or proposed solution via meeting with the Director of Human Resources, you may request a meeting with the appropriate Department Head/Elected Official. The decision of the Elected Official will be final.

No one will be retaliated against for using this procedure to bring a good faith concern to the attention of management. Of course, intentionally making a false complaint or otherwise misusing this procedure can subject the offender to discipline.

No Harassment

The County does not tolerate the harassment of applicants, employees, customers, or vendors. Any form of harassment relating to an individual's race, color, sex (including same sex), religion, age, national origin, handicap or disability, citizenship status, veteran status, political affiliation, retaliation for protected activity, or any other protected activity or category is a violation of this policy and will be treated as a disciplinary matter.

Violation of this policy may result in disciplinary action, up to and including immediate termination.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category
- Offensive pictures, drawings, photographs, or other graphic conduct or communications, including e-mail, faxes, and copies pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved
- Threatening an employee for refusing to respond to requests for sexual favors, for reporting a violation of this policy, or for participating in an investigation conducted under this policy.

Our supervisors and managers also are covered by this policy and are prohibited from engaging in any form of harassing conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager. Such conduct is a direct violation of this policy.

Harassment of our employees in connection with their work by non-employees also may be a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to a member of management or the human resources department.

Employees who believe that our No Harassment policy may have been violated should immediately report the matter to their immediate supervisor. If the matter involves your immediate supervisor or another manager, or if you believe that a previously reported matter was not handled to your satisfaction, you should immediately contact the Director of Human Resources, or the Department Head. You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and, where appropriate, take prompt remedial action including disciplinary action up to and including immediate termination. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy to the extent possible consistent with our investigation and applicable law.

You will not be penalized or retaliated against for reporting improper conduct, harassment, or other actions that you sincerely believe violate this policy.

We are serious about enforcing our policy against harassment. However, we cannot resolve a potential policy violation unless we know about it. You are responsible for bringing your concerns about possible policy violations to our attention so that we can take appropriate actions to address your concerns.

Reasonable Accommodations/Modified Job Duties

To assist our employees who are or become disabled and those employees who suffer on-the-job injuries, we will make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs. Consistent with this policy, we may modify job duties to comply with medical requirements or restrictions. Other accommodations, such as transfer to a vacant position for which the employee is qualified, may be appropriate, depending upon specific facts and circumstances of individual situations.

Obviously, there are limits to the accommodations which we can realistically make. For example, where an accommodation would cause an undue hardship to the County we would be unable to make the particular accommodation. Similarly, where placing an individual in a position, with or without accommodation, would cause the employee to be a direct threat to the employee or others, we may be unable to place the employee in a particular position.

If you need to request a reasonable accommodation because of a disability or on-the-job injury, please follow the procedure set forth in our EEO Grievance Procedure. We will discuss the matter with you, investigate your request and attempt, to the extent possible, to reasonably accommodate you.

Title VI of the Civil Rights Act of 1964

Blount County Government complies with Title VI of the Civil Rights Act of 1964. This Act requires that agencies receiving federal money develop and implement plans to ensure that no one receiving benefits under a federally funded program is discriminated against on the basis of race, color, or national origin.

To report any complaints or to receive additional information about Title VI, contact the Compliance Coordinator at 865-273-5780.

HIPAA (Health Insurance Portability and Accountability Act)

Blount County Government complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and follows guidelines involving the protected health information of employees and dependents.

Code of Ethics

Ethical Conduct

It is the policy of Blount County Government to uphold, promote, and demand the highest standards of ethics from all employees and officials, whether elected or appointed. Accordingly, all County employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their county position or powers for improper personal gain.

You are required to maintain the highest ethical standards in the conduct of your duties. This also applies to non-work situations when you identify yourself as a County employee (i.e. wearing a County identification badge, distributing a County business card, wearing a County uniform, driving a County vehicle, etc.). In order to fulfill this requirement, the following will apply:

- Personal characteristics such as honesty, courtesy, dependability, and use of sound judgment are required for all employees in all classes of work in County government.
- There shall be no activity which is in conflict with the interest of your official duties.
- You cannot use your position with the County for private interest.
- You must comply with the County's Code of Ethics Policy.

Conflict of Interest

Employment with Blount County Government is a public trust. You must not have any financial interest in, or receive any financial benefit from, any acquisition or expenditure related to County activities that interferes or conflicts with the full discharge of your duties. If the circumstances would cause a reasonable person to believe that a conflict of interest may exist, you must file a conflict of interest form with the County Clerk's Office as instructed by the County's Code of Ethics Policy.

Political Activity

You may join or affiliate with civic organizations of a partisan or a political nature and may attend political meetings. You may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of Tennessee and in accordance with the Constitution and the laws of the United States of America.

However, you may not:

1. Engage in any political activity while on duty;
2. Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
3. Be required as a duty of employment or as a condition of employment, promotion, or tenure of office to contribute funds for political or partisan purposes;
4. Coerce or compel contributions for political or partisan purposes from another employee of the County; or

5. Use any supplies or equipment of the County for political or partisan purposes.

Secondary Employment

You shall not engage in any outside employment which adversely affects your work performance as an employee of the County or creates a conflict of interest. If you engage in other employment, you must notify your supervisor in writing stating the name of the employer, the nature of work or business, specific duties, and hours worked per week. Your supervisor will send a copy of these statements to the Human Resources Director for placement in your personnel file. If your supervisor believes there may be a potential incompatibility between the outside employment and County employment for any reason, he/she shall submit appropriate recommendations to the Human Resources Director. The final decision will be made jointly by the Human Resources Director and your Department Head/Elected Official. You shall at all times give first priority to the performance of your Blount County job. County work schedules will not be adjusted to accommodate non-County work schedules.

Nepotism

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- 1) Create a relationship whereby one immediate family member is within the chain of command of another,
- 2) Have the potential for creating an adverse impact on work performance; or
- 3) Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, members of household.

Employees who become immediate family members may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the County to which one of the employees will transfer. If employees become immediate family members, Blount County Government will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the County will decide in its sole discretion who will remain employed, if either.

This policy does not apply to "immediate family" who already are employed by Blount County as of the effective date of this policy; this waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy.

Policy effective date 12/2006

County Equipment

County equipment, materials, vehicles, and/or other resources assigned to you shall be used with care and economy, and shall be used only for County purposes. Waste or misuse of County resources may result in disciplinary action, up to and including discharge.

County Vehicle Use Policy

The purpose of this policy is to ensure that County owned vehicles are operated in a safe manner and only for their intended purposes.

The term vehicle shall apply to all passenger cars, light duty trucks, heavy duty trucks, emergency vehicles, construction equipment, or any other motorized/non-motorized rolling stock used by various County employees in the course of their duties.

General Use

1. Only authorized county employees shall operate county owned vehicles.
2. Employees operating County owned vehicles must abide by all applicable motor vehicle laws.
3. Transporting non county personnel in a county owned vehicle is prohibited except as follows:
 - a. When required for legitimate county business.
 - b. As provided in the personal use section of this policy.
 - c. As part of a departmental ride-a-long program authorized by the department head or elected official.
 - d. In cases of extreme emergency where the employee has a reasonable belief that the life, safety, health or physical welfare of a citizen would be immediately threatened.
4. Employees are required to maintain a valid Tennessee drivers licenses with proper endorsements for the position.
5. Employees, who are authorized to drive county owned vehicles, must report any motor vehicle violations that result in a citation, to their supervisor as soon as possible. This includes violations that occur in their own vehicle and not on county time.
6. No employee shall carry any concealed weapon in a county vehicle at any time unless:
 - a. They have been authorized to do so by the County Sheriff, or
 - b. They have been authorized to do so by the County Mayor, or their department's elected official or department head, and have obtained a weapons carry permit from the State of Tennessee.
7. No employees shall carry alcoholic beverages, contraband or other illegal substances in county owned vehicles. (Does not apply to law enforcement units conducting undercover operations or transporting evidence.)

Personal Use

Personal use of county owned vehicles is prohibited except for the following

1. Personnel whose duties primarily involve operation of county owned vehicles at locations which makes it inconvenient or inefficient to access their personal vehicles, may use their assigned county owned vehicles for routine personal activities such as traveling to lunch or other infrequent or incidental short term stops so long as this privilege does not significantly interfere with their assigned duties or otherwise become abused.
2. In cases where there is no convenient means of transportation available, employees assigned take home vehicles may request permission from the County mayor, department head or elected official, to transport members of their household to and from school, work and other necessary destinations so long as it does not significantly impact the employees duties, cost of operating the vehicle or significantly increase the county's exposure to liability.
3. Employees who have been granted permission to use a county owned vehicle for out of town travel for county business, may allow members of their household to accompany them as passengers provided that they have properly obtained permission from their department head or elected official.

Accident Reporting

County employees who are operating a County owned vehicle and are involved in an accident must do the following:

1. Insure their personal safety and those involved in the accident to their best ability.
2. Notify the law enforcement agency having jurisdiction in the location of the accident.
3. Notify their supervisor of the accident.

Gifts and Contributions

You may not solicit or accept, either directly or indirectly, for yourself or for any member of your household, any gift, gratuity, service, favor, entertainment, lodging, transportation, loan, loan guarantee, or anything of monetary value from any person who:

- has, or is seeking to obtain, contractual or other business or financial relations with the department or agency of Blount County by which you are employed; or
- conducts operations or activities that are regulated by the department of Blount County which you are employed; or
- has an interest that may be substantially affected by the performance or non-performance of your official duties.

Classification and Compensation

Introductory Period

All new employees will be considered on “introductory” status for the first six (6) months of employment. At the end of the regular introductory period, the Department Head can elect to remove the introductory status, or extend the introductory period. During the introductory period, the full-time employee will accrue sick days at the stated rate, but will not be eligible for vacation days until successfully completing six (6) months of consecutive employment. Successful completion of an introductory period does not alter the employee’s at-will status.

Employment Terms

- **“Full-Time Regular Employee”** is defined as an employee who works 30 hours per week on a regular and continuous basis throughout the calendar year. The single word “employee” will be used to designate a full-time or regular employee on leave policies.
- **“Part-Time Regular Employees”** are defined as an employee who works fewer than twenty nine (29) hours per week on a regular and continuous basis throughout the calendar year.
- **“Temporary Employee”** is defined as an employee who is engaged to work either full-time or part-time with the understanding that their employment will terminate upon the completion of a specific assignment. These employees may be “exempt” or “non-exempt” as defined below.
- **“Exempt Employee”** is defined as an employee who is not required to be paid overtime, or receive comp time in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek. Executive employees, professional employees, and certain employees in administrative positions are typically exempt. However, classifying a position as exempt is made on the basis of comparing actual job duties with criteria established by the Department of Labor.
- **“Non-exempt Employee”** is defined as an employee who is required to be paid overtime or receive comp time at time and one-half of their regular rate of pay, in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek.

Employment at-Will

Blount County Government is an at-will employer and as such there is no specific length or guarantee of continued employment. Either you or the County may terminate your employment at-will, without cause or prior notice, at any time. None of the County's policies may be construed to create a contract of employment or any other legal obligation, express or implied, and any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, at the sole and absolute discretion of Blount County.

Pay Periods

All General County employees are paid biweekly on every other Monday. The Highway Department and Library are paid bi-weekly on every other Thursday. Some pay dates may occur earlier due to holidays. All employees are paid in arrears, one week after the end of the pay period.

Job Titles and Pay Structure

The County has a classification system in place for defining jobs, their titles and pay structure. This system is maintained in the Human Resources Department. For more information regarding the system, job titles, or pay grades please contact the Human Resources Department at 865-273-5780.

Overtime Compensation/Compensatory Time

No overtime or compensatory time will be earned until the employee has worked on the job over 40 hours during the work period.

- A. Overtime/Compensatory Time: All eligible employees may be paid overtime or given compensatory time for all work performed over 40 hours during the workweek.
- B. Overtime Rate: Hourly rate employees who work overtime will receive overtime pay at a rate of time and one-half their regular hourly pay. Salaried employees who are eligible will receive overtime pay at a rate of time and one-half their equivalent hourly rate (the salaried employee's equivalent hourly rate is calculated by dividing his/her annual salary by 52 weeks and dividing that number by the number of hours in a normal workweek.) The overtime rate for both hourly and salaried employees applies only to those hours worked over 40 during a week. For salaried employees, no additional compensation will be paid for hours worked under 40. For hourly rate employees, the overtime rate will apply only to hours worked over 40 and the regular rate will apply to hours worked up to 40 hours.
- C. Selection of Compensatory Time: Employees who are required to work in excess of 40 hours per week may request to receive compensatory time off in lieu of overtime. Such compensatory time shall be earned at a rate of one and one-half hours for each hour of employment worked over 40 hours per week. An employee cannot accrue more than 240 hours of compensatory time. Any employee who has accumulated 240 hours of compensatory time shall be paid for any additional overtime that is worked. An employee who has accrued compensatory time upon termination of employment will be paid the greater of the average regular rate the employee received during the last three years, or the final regular rate of pay received by the employee. The use of compensatory time is subject to approval by the Officeholder/Department Head.

Working during Lunch Periods

Lunch period is time set aside for eating. The time is not considered part of the basic workday and no pay is earned during this period.

A workday may not be shortened by "working through" or reducing the lunch period on a voluntary basis. Eliminating or reducing your lunch period requires prior approval from your immediate supervisor. Such approvals must be limited and will typically be for one day due to unusual or special circumstances. Working through the lunch period is not to be used as an on-going solution for scheduling issues.

Working Before/After Regular Hours

You may not voluntarily begin work early, work after hours, or extend your workday for the purpose of accumulating compensatory time. Prior approval from your immediate supervisor is required for any adjustment to the work schedule.

General Personnel Policies

Attendance

You are an important member of the Blount County Government team. We are committed to providing the highest level of government services and functions to better serve the community. In order to accomplish this, your prompt and regular attendance is required.

In case of an illness or injury that would prevent you from reporting to work at the scheduled time, you are required to speak directly to your supervisor. If your supervisor is unavailable, you are required to speak directly to the next-level manager or director, or to the person designated by your supervisor.

All employees are expected to be in their workplace at the time they are scheduled to begin their shift. It is advisable to arrive a few minutes before the start of the shift to allow time to get to your work area. Employees will work in accordance with their scheduled start and ending time. They are not to work alternate times without supervisor's authorization.

Failure to provide notification of absence for three (3) consecutive workdays may result in removal from the payroll as having resigned without notice. Employees who resign under such circumstances may be deemed not eligible for rehire.

Personal Cell Phone Use

Personal phone calls or text messages during working hours distract employees from their job responsibilities and may be disruptive to coworkers. Employees should therefore limit the placing or receiving of personal phone calls during working hours to those required in emergency situations. Employees are expected to inform friends and family members of this policy and will be held accountable for their actions under the disciplinary procedure.

Work Hours and Time Records

The normal workweek consists of 37.5 hours or 40 hours depending on the job classification and work location. Core business hours are from 8:00 am to 4:30 pm. Some jobs may require other hours of service. In such cases, the immediate supervisor will inform you of your work hours.

The County uses Kronos as its time collection and time management tool. All employees will use Kronos to record time worked and request time away from work. All employees are assigned a Kronos user id and should set up a password to the system.

All hourly employees will utilize Kronos for timekeeping purposes. Each employee should clock in at the beginning of each shift; clock out to go to lunch; clock in to return from lunch and clock out at the end of the shift.

Employees may not log in/out in Kronos for another employee. It is the responsibility of each employee to report his/her time worked, meal periods and/or time off accurately and completely for each pay period. Employees may not correct errors related to their timecard. If a correction is necessary, the employee must notify the supervisor to ask him/her to make the changes.

Employees should request time away from work through the My Information page in Kronos.

Requests will then be sent electronically to supervisors and approved.

Anyone who willfully falsifies a time record will be subject to immediate dismissal. A workday may not be shortened by “working through” or reducing the lunch period on a voluntary basis, nor may you voluntarily begin work before or after your regularly scheduled hours for the purpose of accumulating compensatory time. Every adjustment to the work schedule requires advance approval from your immediate supervisor.

Canvassing or Solicitation

Non-employees are not permitted to solicit verbally or by distribution of written material to Blount County employees or the general public for commercial purposes during work hours in work areas.

Solicitations by Blount County employees made to other Blount County employees are permitted only in non-work areas and during non-work hours.

Non-work areas include lobbies, hallways, elevators, stairs, sidewalks, parking areas, patios, lunchrooms, or other areas not regularly scheduled for work activities. Non-work hours include before and after scheduled work hours, lunch periods, and approved breaks.

Employees or outside charitable organizations who wish to solicit Blount County employees for charitable purposes or to schedule activities in Blount County offices, must submit a written request and must be approved by the County Mayor.

Inclement Weather

Blount County Government recognizes the fact that inclement weather and other emergencies can affect our ability to open for business and the employee’s ability to get to work. No policy can cover every potential emergency situation.

Absences due to inclement weather requires employees to make a personal judgment pertaining to safety in traveling to and from work. Loss of work time for this reason is charged to accrued compensatory time or annual leave. If no compensatory time or annual leave is available, then the time is charged as leave without pay. If an employee makes the effort to report on time and actually reports within a reasonable period of time (based on the circumstances of the event), he/she will not be required to use leave time for the absence. Supervisors will determine if accrued leave must be used for late arrival. If the decision is made to close Blount County Offices, full time employees will be paid for such time off and part time employees will only be paid for the hours they were scheduled to work that day.

In the event of inclement weather, the decision to close will be made on a case-by-case basis by the Blount County Mayor’s Office, in consultation with the Blount County Sheriff and Blount County Highway Superintendent. This decision will affect the Courthouse and other general County offices, with the exception of the Judges/Courts. The court system (including all Court Clerks) will make its own determination and announcement separately.

Fortunately, emergencies and inclement weather days are infrequent and, as always, the safety of our employees and citizens will be of paramount importance. The determination relative to closing will be made as soon as it is deemed to be reasonably necessary. Blount County Government will make every effort to remain open.

Closing/delayed opening information will be given to the three major television stations (WBIR, WATE, and WVLT) and WIVK (FM 107.7) as soon as it has been determined. Department Heads or their designees may determine closing for departments that work evenings and/or weekends (i.e. Library). If you have any questions about an official closing, you should contact your immediate supervisor.

Personnel Files

Tennessee law requires that "all state, county, and municipal records ... shall at all times, during business hours, be open for ... inspection by any citizen of Tennessee." The statute applies to personnel records and allows you to review your personnel file, as well as allowing any member of the public to do so. (Medical records are not part of the personnel file.)

There is, however, restricted access to certain types of employee information. The following records of government employees will not be open for inspection by members of the public:

- unpublished telephone numbers;
- bank account information;
- social security numbers;
- driver's license information - unless driving a vehicle is part of the employee's duties or incidental to the performance of the job;
- the same information about an employee's immediate family

The personnel files are maintained in the Human Resources Department. To review a file, contact the Human Resources Office. A sign-out sheet will be in each file showing who reviewed the file and the date. An employee of the Human Resources Department will remain in the room while the file is being reviewed.

It is important that you promptly report any change in personal information to the Human Resources Department. Other records, such as educational accomplishments, should also be reported as they are factors in consideration for future promotional opportunity. Be sure that the Human Resources Department always has:

1. Your correct address and contact numbers such as telephone, cellular phone, pager, etc.;
2. your marital status;
3. any increase or decrease in number of dependents;
4. any change affecting Social Security records; and
5. your correct beneficiary.

Performance Evaluations

Managers will conduct formal performance evaluations periodically throughout the year. These evaluations should occur annually on an employee's anniversary hire date. The supervisor makes a rated evaluation based on the following competencies:

Job knowledge
Customer Service
Teamwork/Collaboration
Communication

Interpersonal Skills
Performance
Outcome orientation
Reliability

For supervisors:
Leads/Develops/Recognizes Staff
Job Knowledge/Accountability

Salary increases are available with approved funding by County Commission to those employees who receive an acceptable performance score of 3.0 or higher.

Bonus Policy

From time to time, and depending on the availability of funds and other factors, the County may provide incentive compensation to certain employees. To be eligible for the bonus payment, an employee must have completed the introductory period and be on the payroll at the time the bonus is paid.

All bonus award recipients must meet the following general criteria:

- The employee's accomplishments exceed the normal standards/expectations for the job.
- The employee has fulfilled all normal job duties in addition to performing added duties to accomplish a special project or achieve a certain goal.
- The employee serves as a role model for others, displaying desirable characteristics such as outstanding customer service, positive attitude, team leadership, etc...
- Length of service. A commitment to the County by their long-term service.

Decisions about the amount of a lump-sum bonus should be dependent upon the nature and complexity of the accomplishment and the ability of the department to fund the payout. Managers should clearly communicate to the recognized employees what outstanding achievements led to the bonus recognition. The payment will be taxed at the Federal withholding rate established by the IRS in addition to other required taxes. A letter of accommodation should be placed in the personnel file of employees who receive a bonus, recognizing the accomplishments of the employee.

The Bonus Plan is provided at the discretion of Blount County Government. Both the fact and amount of any incentive compensation are within the sole and absolute discretion of the County.

Promotions, Transfers and Reassignments

Promotions: Blount County continually strives to promote employees and fill job vacancies on an equal opportunity basis. Promotions are based on an objective evaluation of each vacancy and the candidates involved. Vacancies will be advertised and, where appropriate, Blount County will promote from within. Outside recruitment may be necessary based on the qualifications and skills of internal applicants.

Job postings are emailed to Department Heads/Elected Officials from the Human Resources Department. They may also be viewed on the Blount County web site www.blountn.org/hr.

Transfers and Reassignments: It is the policy of Blount County Government that it may, at its discretion, initiate or approve employee job transfers. You may request a voluntary job transfer by

applying for a posted open position. However, to be eligible for a voluntary transfer, you must be able to meet the requirements of the new position, must have satisfactory performance, must have held your current position for at least six months, and must have no adverse disciplinary actions during the same time period.

Progressive Discipline Procedure

In cases where an employee displays inappropriate conduct or poor performance - and the circumstances do not warrant prompt dismissal from employment-Blount County generally employs a progressive discipline process. Although the county typically prefers to utilize the steps below, the County reserves the right to employ any level of discipline that it considers appropriate under the circumstances.

- Verbal - The first step is often a verbal warning from the supervisor which identifies the issue and the corrective action needed from the employee. The supervisor documents this step by providing appropriate documentation to the Human Resources Director for review and placement in the employee's personnel file. The employee may submit a statement for the file, if desired.
- Written - The second step is often a written warning, which appropriately describes the issue and the corrective action needed. The written warning will be discussed with the employee, and a copy of the warning will be sent to the Human Resources Director for review and placement in the employee's file. The employee may submit a statement for the file, if desired.
- Adverse Action - If previous attempts at correction have not been successful, the County may take a form of adverse action such as suspension, demotion, or termination. Adverse actions must be approved in advance by the Department Head/Elected Official and/or Human Resources.

Basic Work Rules

The County has certain policies and rules to govern the conduct and performance of our employees. Our most important rule is to use "good sense" at all times. We also have established some other basic work rules that should not be violated. Violation of these or similar rules may result in discipline up to and including immediate termination.

Absenteeism or Tardiness: When an employee fails to report to work as scheduled, it makes it more difficult for us to serve our citizens. Every employee plays an important role in our operation, and his or her absence or tardiness places an unnecessary burden on fellow employees. Employees are expected to report to work on time as scheduled, to limit breaks to the time allowed, and to stay on the job until the end of his or her scheduled work day.

Breach of Confidence or Security: Because of the nature of our work, we cannot tolerate any breaches of our security measures or of our confidential relationships.

County Premises: Except for areas that are open to the general public, you are allowed on County premises only during your scheduled work hours, unless otherwise authorized by your supervisor.

Damage to Property: We have made a tremendous investment in our facilities, and equipment to better serve our citizens and to make your job easier. Deliberate, reckless, or careless damage to the

County's property, or property of others, will not be tolerated. If appropriate, damage to property will be reported to law enforcement agencies.

Discourtesy or Disrespect: We expect all employees to be courteous, polite, and friendly to our citizens and others, and to their fellow employees. No one should use profanity or show disrespect to a citizen or co-worker, or engage in any activity which could harm our reputation.

Fighting, Threats, or Weapons: We do not allow fighting, threatening words or conduct, loud or abusive language, or any other actions that could injure a citizen, fellow employee, or member of the public, regardless of where such words or actions occur. We also do not allow the possession of weapons of any kind on County premises, with the exception of authorized law enforcement officials.

Fraud, Dishonesty or False Statements: No employee or applicant may falsify or make any misrepresentations on or about any application, resume, document establishing identity or work status, medical record, insurance form, invoice, paperwork, time sheet, time card, or any other document. If you observe such a violation, please report it to your supervisor immediately.

Gambling: Employees may not engage in any form of gambling on County premises.

Harassment: Our No Harassment Policy, which we have set forth in detail in this Handbook, strictly prohibits harassment based on race, color, religion, sex, national origin, citizenship, age, handicap or disability, or any other category protected by law.

Injuries and Accidents: Every injury, no matter how slight, must be immediately reported to your supervisor for first aid treatment or medical care. If you have a job-related injury/accident, you must choose a provider from the County's panel of physicians. We may require that you present a doctor's release before returning to work.

Insubordination: We all have duties to perform and everyone, including your supervisor, must follow directions from someone. Employees must not refuse to follow the directions of a supervisor or member of management.

Leaving Early and Returning Late: Leaving early or returning late from breaks or lunch is prohibited. Leaving your work assignment before quitting time to change clothes or make preparations to leave before the end of your scheduled shift is also prohibited.

Misuse of Property: Employees may not misuse or use without authorization any equipment, vehicle, or other property of customers, vendors, other employees, or the County.

Poor Performance: We expect all employees to make every effort to learn their job and to perform at a satisfactory level. Employees who fail to maintain a satisfactory level of performance are subject to immediate termination.

Shortages: Employees who handle cash as a part of their job duties will be held accountable and may be required to pay for all shortages. Employees who handle cash as a part of their job duties may also be disciplined for such shortages, up to and including immediate termination.

Sleeping or Inattention: To protect the safety of all employees and to properly serve our

customers, everyone needs to be fully alert while on the job. We cannot tolerate sleeping or inattention on the job.

Solicitation or Distribution: We prohibit solicitation by an employee of another employee during the working time of either employee for any reason. Distribution of advertising materials, handbills, or other literature is prohibited in all working areas at all times. We also prohibit solicitation and distribution by non-employees on County premises at all times.

Substance Abuse: We will not tolerate substance abuse. Employees who test positive for the presence of drugs or alcohol may be subject to immediate termination.

Theft: Our society has laws against theft and so do we. Stealing or attempting to steal County property or property belonging to others is strictly prohibited. If you wish to remove any County property from the premises, you must obtain written permission in advance from your supervisor.

Unlawful Activity: Employees should not engage in any unlawful or unethical activity, including, but not limited to activity either on County property, or off the job, since such activity can adversely affect the County's reputation and/or the employee's ability to effectively perform the duties of his or her position.

Unsafe Work Practices: We are committed to providing a safe place for you to work, and we have established a safety program to ensure that everyone understands the importance of safety. This program requires all of us to exercise good judgment and common sense in our day-to-day work. Horseplay and practical jokes can cause accidents and injuries and, therefore, are prohibited.

Violation of these or similar rules may lead to discipline, up to and including immediate termination.

Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined or terminated. If you have any questions about these rules, or what we expect of our employees, please discuss them with your supervisor.

Resignations

If you choose to resign your position, you should notify your immediate supervisor or the department head in writing no less than ten (10) working days before your expected termination date. Failure to provide such a notice will be recorded in your personnel file and may constitute deeming you not eligible for re-hire.

Reduction in Force

A reduction in force is the release of an employee due to lack of funds, curtailment of work, or reorganization. If a reduction in force becomes necessary, the County will make decisions based on the needs of the Department(s) affected and the job knowledge, skills, work performance and seniority of the employees.

Safety

Blount County is concerned for your health and safety in the performance of your job. You must observe all safety rules and report any unsafe activity to the Risk Management Department. Any workplace accidents, incidents, or injuries must be reported immediately to your direct supervisor and the Risk Management Department. If you are injured and unable to report the incident

immediately, then you should report the incident as soon as possible.

For additional information about any safety concern, please consult the Risk Management Department or the web site www.blounttn.org/risk.

Workplace Chemicals

The County maintains a Hazard Communication Program which includes lists of all chemicals with which you work which may in any way be hazardous. We also maintain copies of Material Safety Data Sheets (MSDSs) on each chemical, which explain how to safely work with that chemical, and a written description of our program. We will provide training before you are assigned to work with or be exposed to a chemical that OSHA has declared "hazardous" in any way. Before you start a job using chemicals, you should always read container labels or consult with your supervisor about the MSDS, including what, if any safety equipment you should use. You should evaluate any unusual or non-routine task for chemical hazards and approach your supervisor or manager if necessary. Immediately notify your supervisor of any chemical containers which are leaking, are unlabeled, or where you are uncertain of how to dispose of a chemical. If you buy new chemicals, always obtain a copy of the MSDS and give it to your supervisor before you use the chemical.

Garnishments and Levies

In the event that garnishment or similar proceedings are instituted against an employee, Blount County Government will deduct the required amount from the employee's paycheck.

Alcohol and Drugs Policy

Blount County Government has the responsibility to maintain a safe and efficient working environment. Employees who use drugs or who work while under the influence of drugs or alcohol presents a safety hazard to themselves and fellow employees. Moreover, the use of drugs and alcohol by employees limits their ability to perform their work with the highest amount of efficiency. The purpose of this policy is to ensure employees the right to work in a drug and alcohol free environment. Blount County Government will make an ongoing effort to maintain a drug free workplace. Employees are prohibited from being under the influence of drugs or alcohol, while on duty or on County property. Employees may not possess, sell, solicit, or receive illegal drugs or alcohol while on duty or on County property. The violation of this policy is grounds for immediate discharge.

The County reserves the right to require employees, while on duty or while on County property, to agree to inspections of all County property at any time. Searches of individual or personal property may be conducted as authorized by law. If an employee withholds consent to such an inspection, the County may discipline the employee, up to and including discharge.

The County reserves the right to conduct drug/alcohol testing in the following situations:

- An applicant for employment
- Where an employee has been involved in an accident on the job that resulted in, or could have resulted in, substantial injury to person or property
- Reasonable suspicion

If an employee tests positive for the use of drugs or alcohol, a confirmatory test will be given. If the employee also tests positive on the confirmatory test, the County may discipline the employee, up to and including discharge. If an employee refuses to submit to a drug test when requested, the

County may discipline the employee up to and including discharge.

Certain employees are subject to federally required DOT drug and alcohol testing. For those employees, compliance with the federally mandated testing program is a condition of employment.

This policy is for the benefit of all employees and cooperation with the policy is required. We believe the policy is necessary to ensure a safe and secure working environment for everyone at Blount County.

Tobacco Use

Pursuant to the Non-Smoker Protection Act, Tennessee Code, smoking is prohibited in enclosed areas of County property, including but not limited to, cafeteria, employee lounges, hallways, meeting rooms, offices, restrooms, and company vehicles (unless occupied solely by the operator). Smoking may take place only in designated unenclosed areas. Any violation of this provision may result in disciplinary action, up to and including termination.

Electronic Communications

This policy contains guidelines for the use, access, monitoring and disclosure of Electronic Communications created, sent, received, transmitted, or stored by employees using any County-provided communication system or equipment and employee-provided systems or equipment used either in the workplace or during working time. "Electronic Communications" include, among other things, messages, images or any other information contained in e-mail, voice mail, fax machines, computers, personal digital assistants, pagers, telephones, cellular and mobile phones, Intranet, or Internet. (In the remainder of this policy, all of these communication devices are collectively referred to as "Systems.")

Acceptable Uses of Our Systems: Employees may use Our Systems to communicate internally with co-workers or externally with constituents, suppliers, vendors, advisors, and other business acquaintances for business purposes. The County provides employees with access to our Systems to facilitate these business communications and to enhance productivity.

Management's Right to Access Electronic Communications: All Electronic Communications contained in County Systems are County records. Although each employee may have an individual password to access these Systems, the Systems belong to the County and the contents of the Systems and Electronic Communications conducted on the Systems are accessible by the County at all times for any business purpose. These Systems will be subject to periodic unannounced inspections and should be treated like other shared filing systems. The contents of our Systems will also be monitored by and disclosed to the County without further notice to employees. Thus, employees should not assume that Electronic Communications are confidential or private. Back-up copies of Electronic Communications in our Systems also will be maintained and referenced.

Personal Use of Our Systems: The County provides Systems to assist employees in the performance of their jobs. The County reserves the right and employees agree to permit the County to use, access, monitor and disclose all Electronic Communications on our Systems without regard to content. Since employees' personal communications and information can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want discussed with or known to third parties. For example, employees should not use the Systems for gossip; personal information about themselves or others; for

forwarding messages under circumstances likely to embarrass themselves or others; or for emotional responses to business correspondence or work situations. Employees also should not use these Systems for such purposes as soliciting for commercial ventures, religious or personal causes, outside organizations, or other similar, non-job-related situations.

Although incidental and occasional personal use of our systems that does not interfere or conflict with the County's business is permitted, personal communications in our Systems are treated the same as all other Electronic Communications, and will be used, accessed, monitored, and disclosed by the County at any time without further notice.

Employees may not install any software on any County-provided System or copy software from any County-provided System without the prior written permission of our Systems Supervisor. Involving the Systems Supervisor ensures that the County can manage the software on its Systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law. The unauthorized copying or use of computer software exposes the County and individual employees to substantial fines and/or imprisonment.

Forbidden Uses of Our Systems: Employees may not use our Systems in a manner that violates our No Harassment Policy, Equal Employment Opportunity Policy, or other County policies. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of forbidden transmissions include, among other things, sexually-explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of our No Harassment policy.

In addition, employees may not use our Systems:

- to carry any defamatory, discriminatory or obscene material;
- in a manner that violates the terms of any telecommunications license or any laws governing transborder data flow including but not limited to laws dealing with data collection, protection, privacy, confidentiality and security;
- in connection with any attempt to penetrate computer or network security of any County or other system, or to gain unauthorized access or attempted access to any other person's Electronic Communications systems or equipment;
- in connection with any infringement of another person's intellectual property rights, including but not limited to copyrights; and,
- in connection with the violation or attempted violation of any law.

Electronic Forgery: Electronic forgery is defined as misrepresenting, disguising, or concealing your identity or another's identity in any way while using Electronic Communications; making changes to Electronic Communications without clearly indicating that you have made such changes; or using another person's account without prior written approval of the account owner and without identifying that you are the author. Electronic forgery is not allowed for any purposes.

Intellectual Property Rights: Employees must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information, and inventions. Employees should not copy, use, or transfer proprietary materials of others without appropriate authorization. Downloaded software and other copyrighted material may be subject to licensing obligations or restrictions. Even when software is labeled “freeware” or “shareware” there may be retained licensing restrictions that prohibit or limit the usage or commercialization of such items. If questions arise in this regard, contact the Systems Supervisor. The County will cooperate with the copyright holder and legal officials in all copyright matters.

System Integrity, Security, and Encryption: All Systems passwords and encryption keys must be available to the County and employees may not use passwords that are unknown to the County. Employees may not install password or encryption programs without the written permission of our Systems Supervisor and without turning over encryption keys to their supervisor. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees to gain access to the other employee's messages, information, or communications.

Consequences of Violations of the County’s Electronic Communications Policy: Violations of this Policy may result in disciplinary action up to and including **immediate termination of an employee’s employment, as well as possible civil liabilities or criminal prosecution.** Where the County deems it appropriate, we may advise legal officials or other appropriate third parties of any illegal violations. The County will cooperate in investigations conducted by legal officials or appropriate third parties. We will not, of course, retaliate against anyone who reports violations or assists with our investigation of possible violations of this policy.

Social Media Policy

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to

- Social Networking Sites (Facebook, Google+, LinkedIn, etc)
- Microblogging sites (Twitter, Tumblr, Fliptr, etc)
- Video and Photo Sharing Website (Flicker, YouTube, SmugMug, Snapfish, Snapchat, etc.)

The term Social Media refers to the use of the web-based and mobile technologies to turn communication into interactive dialogue. Social Media substantially changes the way of communication between organizations, communities and individuals due to being easily accessible.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks that are involved. Keep in mind that any conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects citizens or Blount County’s legitimate interests may result in disciplinary action up to and including termination.

Whether or not you participate in social media, it is the policy of Blount County Government that employees who participate in commentary understand there are two levels of social media engagement:

- **Official use** - social media engagement on behalf of Blount County Government on sites where we have an official Web presence; and
- **Personal use** - day-to-day use of social media sites by employees, not related to official duties. Employees must be mindful that in their personal participation in social media sites, they must not present themselves as being the official position of Blount County Government. Finally, employees must be aware that misconduct committed on a social media site may result in appropriate discipline.

Personal use of social media while on government time is frowned upon. The detection of social media engagement while on government time may result in appropriate discipline. When using social media, whether on behalf of Blount County Government or on their own time, employees are bound by the Blount County Code of Ethics.

Workplace Violence Prevention Policy

Blount County Government is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Blount County has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. No one other than law enforcement officials, carrying a weapon while in the course of their duties, may bring firearms, weapons, or other dangerous or hazardous devices of substance on the premises of Blount County Government.

Conduct that threatens, intimidates, or coerces another employee, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in danger. If you see or hear a commotion or disturbance near your work area, do not try to intercede or see what is happening.

Blount County Government will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the County may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Blount County Government encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or the Human Resources Department before the situation escalates into potential violence. Blount County is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Personal Appearance

Our professional atmosphere is maintained, in part, by the image we present to our constituents and vendors. We expect all employees to present a neat, well-groomed appearance and a courteous disposition. These qualities go further than any other factors in making a favorable impression on the public and your fellow workers. You should avoid extremes in dress. Flashy, skimpy or revealing clothing is unacceptable. Employees should dress in a businesslike manner. Good personal hygiene is also important in terms of our constituents’ favorable opinion and in terms of your respect for your fellow employees. Accordingly, employees are expected to come to work in a clean condition.

Grooming Standards

- Hair should be neat, clean and trimmed;
- Hair length, style and color should be appropriate for your job;
 - Any hair style which projects an unprofessional appearance should not be worn while working;
- Facial hair (for males) should be clean and neatly trimmed;
- Jewelry should be appropriate for the work setting, convey a professional appearance and should not be excessive;
 - Visible piercings should be limited to the ear;
 - No other body piercings that are visible are allowed;
- Refrain from wearing perfumes or using lotions with a strong odor which could be offensive to coworkers.
- Tattoos that are visible must be covered at all times during work hours.

Standards of Dress

Our dress code is intended to give employees the option of wearing business casual attire. This policy is an expression of trust in our employees’ judgement to dress in a manner reflecting the County’s image. The term “business attire” is subjective, meaning different things to different people, referring to more comfortable business attire, appropriate for the business environment. Some examples of appropriate and inappropriate attire are as follows:

Appropriate	Inappropriate
Pants	
<ul style="list-style-type: none"> • Skirts (no more than 2” above knee) 	<ul style="list-style-type: none"> • Sweatpants
<ul style="list-style-type: none"> • Slacks, khakis, capris 	<ul style="list-style-type: none"> • Shorts (depending on work environment)
<ul style="list-style-type: none"> • Jeans (acceptable on Fridays/more casual days) 	<ul style="list-style-type: none"> • Leggings worn as pants / jeggings

Shirts	
• Collared or golf shirts	• T-shirts*
• Oxford shirts	• Halter tops/tank tops
• Sweaters, blouses or dress shirts	• Crop tops, clothing showing midriffs
Shoes	
• Casual shoes	• Flip flops
• Loafers	• Athletic shoes/tennis shoes (acceptable for more casual days)
• Open-toe/open back shoes	

*T-shirts may be approved for specific events.

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job.

At the discretion of the department head, in special circumstances, staff members may be permitted to dress in a more casual fashion that is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing, or otherwise workplace inappropriate dress is not permitted.

Employees are expected to observe our Personal Appearance Policy at all times while at work. Employees who report to work in unacceptable attire or appearance may be requested to leave work and return in acceptable attire or appearance. Such time off from work will be without pay for non-exempt employees.

Managers are responsible for insuring that employees project a professional image and adhere to our Personal Appearance Policy.

Workers' Compensation Policy

Any employee sustaining an injury or an illness during the course and scope of his or her employment which is determined to be compensable under the provisions of the Workers' Compensation Law shall be entitled to receive Workers' Compensation leave **after the seven day waiting period**. This leave shall not be counted against any accrued sick leave that the employee has accumulated. The employee is not permitted to substitute any other paid leave. Benefits that are receivable by the employee will be determined by the provision of the Workers' Compensation Law.

Leave Policies

Annual Leave / Vacation

If you are a Full-Time Regular Employee (including your introductory period), you are eligible for annual leave. The following guidelines currently apply:

- During the first year of employment five (5) days vacation leave may be taken after successfully completing the six (6) month introductory period, with supervisor approval.
- Upon the one year anniversary date, two (2) weeks vacation leave may be given to be taken with supervisor approval.

Example

Date of Hire ----- March 5, 2008
6 Months of Employment----- September 5, 2008
Eligible Vacation Days **after 6 months** ----- 5 days (1 week)
Anniversary Date of Hire (March 5, 2009) ----- Additional 5 days
On the following January 1st (Jan 1, 2010) ----- 10 days

1 – 10 years of Service
10 days or 2 weeks

11 – 15 years of Service
15 days or 3 weeks

16 plus years of Service
20 days or 4 weeks

Vacation leave is not accumulative and is not carried over into the following calendar year unless approved in writing by your supervisor due to operational demands.

Upon termination of employment, employees will be paid for the balance of their unused annual leave.

Annual Leave Scheduling

Leave requests are submitted electronically through Kronos. You must submit your annual leave request to your supervisor and receive approval prior to taking the leave.

Sick Leave Accrual

Full-time employees will receive full pay during incapacity caused by illness when accumulated sick leave is available, approved and taken. Employees may accumulate sick leave, however it is non-compensable upon the employee's termination of employment. In the event of death, a maximum of up to 30 days accumulated sick leave will be paid to the employee's estate. An employee may be paid up to 30 days of *accumulated* sick leave *immediately* prior to retirement without the need for a doctor's statement.

- Earning and Accumulating Sick Leave
 - Employees will earn one sick day per month of employment, beginning on the 1st of the month following the 31st day of employment.
 - Sick days will be allocated to the employees on the 1st of every month.
 - There is no maximum on the accumulation of sick days.
 - Accumulated unused sick days can be certified to be counted toward retirement credit with TCRS.

Use of Sick Leave

An employee may use sick leave for absence due to his or her own illness or injury or that of an immediate family member defined as:

1. The employee's spouse
2. The employee's parents
3. The spouses' parents
4. Children or children under legal guardianship of the employee and/or spouse

Sick leave may also be used for appointments with a licensed doctor, dentist or recognized practitioner.

Documentation of sick leave

Employees are required to notify their immediate supervisor prior to their scheduled start time of their need for sick leave. After three (3) consecutive days of absence, a doctor's excuse may be required. The Department Head may also request a doctor's statement anytime they deem necessary.

Exhaustion of sick leave

Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay unless the employee has vacation or comp time available. The employee may request the additional sick leave be credited against the vacation or comp time.

Sick Leave Bank Guidelines/Procedures

The purpose of the Employee Sick Leave Bank is to provide sick leave to full-time employees of Blount County Government who have suffered a qualifying personal illness, injury or disability. All full-time employees of Blount County Government who are entitled to sick leave under the Sick Leave Policy will be eligible to participate in the Sick Leave Bank provided they meet the requirements:

1. Worked for one (1) continuous year.
2. Have a minimum of six (6) accumulated sick leave days.
3. Three (3) days of sick leave will be deducted from his or her personal accumulation and deposited to the Sick Leave Bank.

Employees electing to participate will do so during the month of November with the effective date of January 1st. Donations of sick leave to the Sick Leave Bank are non-refundable and non-transferable.

If at any time the number of hours in the Sick Leave Bank is less than one (1) day per member, the Trustees will assess each member one (1) or more (up to a maximum of 3) days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned day(s) will be donated as they are accrued by the employee.

By written notice to the Trustees, a member may withdraw from the Sick Leave Bank participation on December 31st. Membership withdrawal, however, will result in the forfeiture of all days

contributed. Members of the Sick Leave Bank will be eligible to apply to the Bank for sick leave, only after having been a member of the Bank for thirty (30) calendar days.

Use of the Sick Leave Bank is restricted to illness, surgery or accident resulting in an absence of ten or more consecutive working days. A member must first utilize accumulated vacation or sick leave per the following schedule, before receiving leave from the Sick Leave Bank:

Vacation-	Member's available time must be reduced to forty hours
Sick leave-	Member's available leave must be reduced to three days

After utilizing the Member's available vacation and sick leave as indicated above, and any available comp time and personal days, receipt of leave from the Sick Leave Bank may begin.

Granted leave from the Bank, approved by the Trustees, will be awarded as needed not exceeding twenty (20) working days for which the individual applicant would have otherwise lost pay. Applicants may submit requests for an extension of such leave grants before or after prior grants expire. The maximum number of days any participant may receive in any fiscal year, which presently begins on July 1 and ends on June 30, is sixty (60). In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for use of sick leave days, any member of the immediate family or agent may file the request.

A physician's statement stating that the illness or accident will require more than a ten (10) day absence is **required** as a part of the application to receive sick leave days from the Sick Leave Bank. Also, a physician's statement of condition is required from any member requesting additional leave beyond the first twenty (20) days. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.

Sick leave granted to a member from the Sick Leave Bank need not be repaid by the individual except at such time as it is deemed necessary to uniformly assess all members.

Grants of sick leave from the Sick Leave Bank will not be made to any members on account of elective and or cosmetic surgery, or illness of any member of the participant's family, or during any period the member is receiving workers' compensation.

A member will lose the right to obtain the benefits of the Sick Leave Bank by:

- (a) Resignation or termination of employment with Blount County Government;
- (b) Cancellation of participation which is effective on January 1st next;
- (c) Refusal to honor such assessment as may be required by the Trustees;
- (d) Retirement;
- (e) Any documented proof of fraud or misrepresentation of facts in making application for use of sick leave from the Sick Leave Bank; or
- (f) Changing to part-time employment status. (29 hours or less per week)

Sick leave used from the Sick Leave Bank shall not constitute creditable service for sick and annual leave accrual or for longevity purposes. The Board of Trustees may vote to expel any member if the member is found to have violated any of the provisions set forth herein.

Any member who receives Sick Leave Bank benefits through the use of fraud or any misrepresentation of facts shall be liable for the reimbursement of all salary and benefits expended by the bank. In the event the Sick Leave Bank is dissolved, the total number of days on deposit shall be returned to the participating members and credited to their personal sick leave accumulated in proportion to the number of days each has contributed individually. Days returned under this section and credited to the individual participants accumulation shall be rounded to the nearest one-half (1/2) days.

Personal Leave

After successful completion of the 6 month introductory period, all full-time regular employees may be entitled to three (3) days of paid personal leave per year. ~~Personal leave may not be used to extend vacation or holiday time and all three days may not be taken at one time.~~ Personal leave is not accumulative and may not be carried over into the following calendar year. The only exception is during the first year of employment (defined as anniversary year) up to 3 days of personal leave time may be carried over, if approved, into the following calendar year.

Example

<u>Date of hire</u>	<u>Completion of introductory period</u>	<u>Eligible</u>
March 2, 2008	September 5, 2008	3 days

You will be eligible for three (3) days personal leave after six (6) months of employment and then the following January, the employee is entitled to three days personal leave annually.

~~The scheduling/use of personal leave is approved at the discretion of the Elected Official/department head.~~

Earned but unused personal days are not paid upon separation of employment.

Bereavement Leave / Funeral Leave

In the case of death in the employee's immediate family, (immediate family defined as the spouse, parents, spouses' parents, children, brother, sister, grandparents, grandchildren, and spouses' grandparent) the employee can be given up to three (3) working days paid bereavement leave. If additional leave is needed up to two (2) sick days may be used. The Department Head may request the employee to provide written documentation indicating the name of deceased, relationship to employee and dates of bereavement leave.

Holidays

Blount County publishes a holiday schedule each year to be uniformly observed, unless otherwise determined by the Elected Official/Department Head to avoid interruption of a public service. Full-time, regular and introductory employees who are not required to work on the holiday will receive their regular rate of pay for the day. If a holiday falls within an employee's scheduled vacation period, vacation time will not be charged for the holiday. Non-exempt employees required to work the holiday will be compensated with holiday pay, (time and a half) unless otherwise specified or provided for.

A non-exempt employee must work the day before and the day after a holiday to be paid for the holiday, unless prior approval for the absence was granted.

Part-time employees are not eligible to receive holiday pay.

Leave of Absence

All full-time regular employees may be granted a period of personal leave without pay wholly at the discretion of the Officeholder or Department Head.

- Leave of absence must be requested in writing to your Department Head. This request should be made long enough in advance to provide the supervisor time to assess workload and consider planned leave of other employees. Your Department Head reserves the right to deny or cancel leave of absence.
- Officeholders may elect not to allow leave of absence within their department. Check with your supervisor first to find out whether leave of absence is allowed within your department. Where leave of absence is allowed, it must be approved in writing, and the written approval must be given to the Payroll Department along with the employee's time sheet.

Family Medical Leave Act (FMLA)

Blount County offers leave under the Family Medical Leave Act (FMLA) for eligible employees.

Eligibility: If you have worked for at least one year and for 1,250 hours during the twelve (12) month period preceding the request, you are eligible to take up to twelve (12) weeks of unpaid leave annually when the absence is necessitated by any of the following circumstances:

- the birth or placement for adoption or foster care of a son or daughter;
- your own serious health condition that prevents you from performing the essential functions of your job; or
- the serious health condition of a son or daughter, parent, or spouse if you are needed to help provide care.

Applications: Applications (available in the Human Resources Department) for FMLA leave must be submitted in writing. Applications should be submitted at least thirty (30) days before the leave is to start, or as soon as possible if leave is not foreseeable. You should provide the County with an appropriate medical certification when you request FMLA.

Certification: If you request leave for your own serious health condition, or to care for the serious condition of a son or daughter, parent or spouse, you may be required to provide Blount County with certification by a treating healthcare provider. Healthcare Provider Certification Forms are available from the Human Resources Department.

Measuring: Blount County has chosen the "measured forward" method that entitles you to 12 weeks of leave during the year beginning on the first date the FMLA leave is taken after the previous 12-month period ends.

Example: The 12-month period begins Sept. 1, 2007 if that is the first day of FMLA leave. If you exhaust all of your FMLA leave, the next date when you could again take FMLA leave would be Sept. 1, 2008.

Intermittent or Reduced-Time Leave: FMLA leave can be taken on an intermittent or reduced-time basis under certain circumstances. You may request intermittent or reduced leave for the following reasons:

- When medically necessary to care for a seriously ill family member, or because of your own serious health condition.
- For the birth or placement of a child for adoption or foster care. Intermittent or reduced time leave shall not exceed 12 weeks combined if both spouses are employed by the County.

Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FMLA leave. If you need intermittent/reduced schedule leave for planned medical treatment, you should work with your supervisor to schedule the leave so it does not unduly disrupt the department's operations.

The County may, in its sole discretion, temporarily transfer an employee on intermittent leave to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Serious Health Condition: "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than three calendar days from work that also involves continuing treatment by (or under the supervision of) a healthcare provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or resulting treatment) due to a chronic serious health condition (e.g. asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g. Alzheimer's, stroke, terminal diseases, dialysis, etc.), or,
- any absences to receive multiple treatments (including any period of recovery) by, or on referral by, a healthcare provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g. chemotherapy, physical therapy, dialysis, etc.).

Medical/Dental Insurance Premiums: During FMLA leave, the County will continue to pay its portion of the medical/dental insurance premiums and you must continue to pay your portion of the premium. Your contribution of insurance premiums should be paid continually according to your pay periods (i.e. semi-monthly).

If you do not return to work at the end of FMLA leave, you may be required to reimburse the County for payment of insurance premiums, unless you do not return because of the presence of a serious health condition which prevents you from performing your job or circumstances beyond your control. You may then choose to elect COBRA coverage. Sufficient notice will be given to you at the end of FMLA when and if this event occurs. You will be responsible for any other elected contributions while out on FMLA.

Accrued Leave: You are required to use your available vacation time during FMLA leave, and available sick days will be used when family leave is taken because of serious health conditions. Accrued leave and FMLA leave are used at the same time; you do not take your accrued leave first and then take FMLA.

During FMLA leave; if unpaid, you will not accrue employment benefits, such as vacation pay, sick pay, pension, etc. Employment benefits accrued up to the day on which the family leave of absence begins will not be lost.

Return to Work: Upon returning from a family and medical leave, eligible employees will normally be restored to their job, or an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee does not continue to accrue additional benefits such as personal leave and vacation, for example, while on family and medical leave.

Use of family and medical leave cannot result in the loss of any employment benefit that employees earned or were entitled to before using family and medical leave.

When you are on FMLA leave, you must periodically report (if possible) to your supervisor or Department Head on your status and indicate when you intend to return to work. Appropriate forms must be submitted to Human Resources to initiate FMLA leave or to return to active status.

Extensions: Family and medical leave is available for up to 12 weeks. The County may, in its discretion, approve an extended personal leave without pay beyond that time. Any such leave will not be job protected. Requests for extended personal leave should be submitted to the Human Resources Department, and whenever possible, should be submitted two weeks in advance of the previously scheduled return to work date.

Maternity Leave

Pregnancy, childbirth, and related conditions will be treated the same as any other temporary medical disability with regard to leave policies. Leave is available under the same terms and conditions as for other similar purposes, for a period not to exceed four (4) months which is counted as part of Family Medical Leave (*see Family Medical Leave*)

1. the employee must have been employed by the County for at least twelve (12) consecutive months as a full-time employee;
2. in cases of adoption or foster care, the child must be under the age of one (1) year at the time of placement;
3. the employee must give the County at least three (3) months advance notice of the anticipated date the leave is to begin, except in cases of emergency; the entitlement to leave begins on the date of birth or placement, and ends six weeks thereafter.

Parental Leave

An employee who has been employed by Blount County Government for at least twelve (12) consecutive months as a full-time employee, may be absent from employment for a period not to exceed four (4) months in connection with pregnancy and childbirth. If you become eligible for leave under this policy and the Family and Medical Leave policy, the leave counts against your entitlement under both

laws. The specific content of the Tennessee Parental Leave Act found at T.C.A. § 4-21-408 is reproduced as follows:

Leave for adoption, pregnancy, childbirth and nursing an infant:

Employees who have been employed by the same employer for at least twelve (12) consecutive months as full-time employees, as determined by the employer at the job site or location, may be absent from such employment for a period not to exceed four (4) months for adoption, pregnancy, childbirth and nursing an infant, where applicable, referred to as "leave" in this section. With regard to adoption, the four-month period shall begin at the time an employee receives custody of the child.

Employees who give at least three (3) months' advance notice to their employer of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, shall be restored to their previous or similar positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.

Employees who are prevented from giving three (3) months' advance notice because of a medical emergency that necessitates that leave begin earlier than originally anticipated shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) months' advance notice.

Employees who are prevented from giving three (3) months' advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) month's advance notice.

Leave may be with or without pay at the discretion of the employer. Such leave shall not affect the employees' right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position; provided, that the employer need not provide for the cost of any benefits, plans or programs during the period of such leave, unless such employer so provides for all employees on leaves of absence.

If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave period.

The purpose of this section is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable; therefore, if an employer finds that the employee has utilized the period of leave to actively pursue other employment opportunities or if the employer finds that the employee has worked part-time or full-time for another employer during the period of leave, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave.

Whenever the employer shall determine that the employee will not be reinstated at the end of the leave because the employee's position cannot be filled temporarily or because the employee has used the leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

Nothing contained within the provisions of this section shall be construed to:

- Affect any bargaining agreement or County policy that provides for greater or additional benefits than those required under this section;
- Apply to any employer who employs fewer than one hundred (100) full-time employees on a permanent basis at the job site or location; or
- Diminish or restrict the rights of teachers to leave pursuant to title 49, chapter 5, part 7, or to return or to be reinstated after leave.

Military Leave

The County allows employees who require time off from work to fulfill military duties to meet those commitments. Employees with such commitments are expected to notify their immediate supervisor and to provide the County with a copy of the orders as soon as possible. We ask that you be sensitive to the County's needs when scheduling military duty or training.

Jury Duty or Court Appearance

When you must miss work due to jury or witness duty, you will be excused from your job. Notice must be given to your direct supervisor. Witness duty must pertain to job-related business for excused absence with regular pay. This also includes if subpoenaed to court on non-work related issues.

~~If you are paid your regular salary, you are required to submit to the Payroll Department any pay you receive from the court for jury duty. This does not include witness fees and expenses paid from other sources.~~

Employees who work day shift, and whose jury service was under three hours, are expected to return to work upon being released from service. Employees who work second or third shift are excused from the shift before their first day of jury duty, and if they have served for 3 hours or more on the day they are released, are also excused from the first shift that follows their release from jury duty.

Voting Leave / Elections

In accordance with Tennessee State Law, if you are entitled to vote in an election held in this state, you may be absent from work on the day of the election for a reasonable amount of time, not to exceed three (3) hours.

If your shift begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the polls close in the county in which you live, this leave does not apply to you.

If you need to take leave for voting, the leave must be arranged with your direct supervisor before 12:00 noon of the day before the election. Your supervisor may select the hours during which you may be absent for voting.

Employee Benefits

Benefits Eligibility

You are currently eligible for benefits when you work a minimum of thirty (30) hours per week. These benefits include: medical coverage, dental coverage, and supplemental benefit options.

If your hours drop below thirty (30) hours per week on a regular basis you will lose eligibility for medical/dental and other insurance coverage. You and all covered dependents will be offered COBRA. You are responsible to list only dependents that are eligible for coverage as defined by the plan rules. If a covered dependent becomes ineligible based on the plan rules, it is your responsibility to notify Human Resources immediately.

Benefits Effective and Termination Dates

Benefits begin the 1st of the month after the 31st day of employment. For example, if you were hired on January 18th your coverage will begin on March 1st.

Because benefit premiums are paid current, the termination effective date for benefits is based on the number of paychecks received in a month. For example, if you receive 1 check during the month in which your employment terminates, your benefit coverage will end on the 15th of the month. If you receive 2 or more checks during the month, your benefit coverage will end on the last day of the month.

Medical/Dental Coverage

Currently you must enroll for coverage within thirty (30) days of employment or an eligible qualifying event. Temporary employees, seasonal employees, and interns are not eligible for medical/dental coverage. Complete benefit packets are provided at new hire orientation. Additional packets may be obtained by contacting Human Resources.

Information about the current medical/dental plan and premiums is available from Human Resources or on the web site www.blountn.org/hr.

Identification Cards

If you enroll in benefits, identification cards will be mailed to your home address.

Annual Open Enrollment Period

Medical/dental plans, benefit designs, eligibility rules, and premiums are subject to change each plan year based on the previous year's claims experience. Announcements concerning changes for the upcoming plan year are made during the annual open enrollment period each fall. You are required to review your notices, home mailings, and department memos for information about the benefits for the upcoming year. Typically, the enrollment/change period occurs in the fall of each year. It is your responsibility to stay informed of benefit changes.

Benefit Premiums/Payroll Deductions

You are responsible for reviewing your paycheck to ensure the appropriate benefit deductions have been taken. Deductions from your paycheck will begin the first pay period of the month in which your coverage starts. Your benefit deductions will be taken out of 24 pay periods per year. If you miss a paycheck due to work absence or unpaid time, it is your responsibility to contact Human Resources to make payment arrangements.

COBRA

If you lose insurance coverage due to termination of employment, a reduction in work hours, or other qualifying event, you and your covered dependents may be eligible to continue coverage through COBRA.

For a full explanation of COBRA terms and eligibility, contact Human Resources or refer to the "General COBRA Notice" received at time of enrollment.

Employee Assistance Program (EAP)

Blount County Government is very concerned with the physical and emotional well-being of its employees and their families. The Employee Assistance Program (EAP) provides free and confidential counseling and information to employees and their immediate families who are dealing with difficult issues.

If you have questions about the EAP or would like more information regarding any of the programs, contact Human Resources.

Flexible Spending Accounts

Flexible spending accounts allow an employee's medical out-of-pocket expenses and dependent day care expenses to be paid with "before tax" dollars. If you elect this benefit, you choose a dollar level based on your individual or family needs and a portion of this amount is deducted from each paycheck. The maximum is \$2,550 on FSA and \$5,000 on dependant daycare annually.

You do not have to be enrolled in Blount County's medical plan in order to participate in a flexible spending account. You may enroll during the annual open enrollment period. Re-enrollment is required each year to continue participation.

Change in Status

You are required to report personal changes and/or changes in work status to Human Resources within thirty (30) days of any status change. This includes:

- dependent status change,
- address change,
- divorce,
- marriage,
- birth or adoption,
- reduction in work hours, or
- any other change that could affect benefit plan eligibility.

Supplemental Benefits

Currently Blount County offers supplemental voluntary benefits you may purchase such as: long term disability, short term disability, accident, term life, whole life, cancer, critical illness, vision. Along with 457 and 403(b) plans. These additional benefit options can be administered through payroll deduction. Information on these products is provided at orientation and during the annual open enrollment period. For more information on these products contact Human Resources.

Workers' Compensation

If an employee experiences an on-the-job injury or illness the employee is required to:

- Report the incident to the supervisor immediately.
- Ensure that the supervisor completes the First Report of Injury form provided by the State of Tennessee.
- Select a physician by completing the Employee's Choice of Physician form provided by the County.
- If an employee requires emergency medical treatment, the employee should go to the nearest emergency room of their choice. If the situation is warranted contact the local ambulance service for transport. Notification to Risk Management should be made as soon as possible. If there is a follow up appointment required after the initial visit to the emergency room, the injured worker needs to choose a physician from the Employee's Choice of Physicians form. The injured worker is not authorized to return to the emergency room for follow up treatment (i.e. removal of stitches, change of injury dressing, etc.).

If the claim is deemed compensable, Risk Management or the County's third party administrator will schedule the initial appointment with the medical provider selected. You or your supervisor are not authorized to schedule the initial appointment with a medical provider for Workers' Compensation injuries.

The injured worker is required to attend all scheduled appointments with the authorized treating physician and/or approved physical therapist. If you need an appointment rescheduled, notify Risk Management and they will reschedule it for you.

It is the injured workers' responsibility to notify their supervisor and Risk Management if the authorized treating physician instructs to not to return to work, or to return to work with restrictions by providing the forms from the physician. It is also the injured workers' responsibility to notify their supervisor and Risk Management when the physician releases the injured worker to full duty by providing the forms from the authorized treating physician.

In the event that the restrictions assigned by the authorized treating physician cannot be met within the department, Risk Management may offer the injured worker Alternate Duty. Alternate Duty is a temporary job assignment that will accommodate the injured workers' restrictions assigned by the authorized treating physician. Modified duty will be offered to the injured worker upon availability. The alternative job duties will be productive and valued work that can be performed safely and without risk of re-injury or aggravation to the disability, or risk to other employees.

Copies of all paperwork, including return to work forms, must be turned in to your supervisor and Risk Management.

If you are released to return to work with restrictions from your physician, and Blount County is able to provide you with a job that meets those restrictions, you are required to return to work and complete the assigned tasks.

Life insurance

Currently Blount County provides Life Insurance to employees who work at least 30 hours per week on a regular basis. The County provides (1) one times the employee's salary, up to a maximum benefit of \$50,000; the coverage is two (2) times the amount for accidental death.

The plan document is available in the Human Resources Office or on the HR web site at www.blounttn.org/hr.

Tennessee Consolidated Retirement Systems (TCRS)

Membership:	Employed six months (full-time) to be a member
Contribution Requirement:	Five percent of salary
Vesting:	Vesting rights after 5 years of service <i>(A vested member is one who has accrued enough years of service to guarantee a retirement benefit once age requirements are met)</i>
Refunds:	Upon separation of employment, participants may apply for a refund of account balance. Federal withholding tax requirements apply to early withdrawals.
Benefit Eligibility:	Age 60 or 30 full years of service for unreduced benefits Age 55 for reduced benefits.
Benefit Eligibility (Sheriff's Office-Post Certified Personnel):	Age 55 with 25 years of creditable service.
Average Final Compensation:	The average of the five highest consecutive years of salary, which cannot exceed 75% of average final compensation.

Contact the Human Resources Department for additional information.

Tuition Reimbursement

Tuition reimbursement is a plan which offers financial assistance to an employee who takes college-level courses directly related to his/her work or to a position the employee might conceivably be considered for in the future and which is likely to increase his/her value to the County. This program is not specifically intended to support a full-time course of study, but is designed to enhance the quality of work that the individual brings to the job. It is provided to those employees classified as regular full-time who have satisfactorily completed one year of continuous service. To receive reimbursement under this policy, an employee must agree to continue in employment with Blount County for at least one year from the date of completion of the course(s) being reimbursed and to return the reimbursement if the employee does not continue employment for at least one year. Tuition Reimbursement is available when the following requirements have been met:

- A. Courses are job-relevant, college-level courses taken at an institution that is accredited

(as recognized by the US Department of Education, Office of Postsecondary Education), found at <http://www.ope.ed.gov/accreditation/search.asp>, and must be on a for-grade basis and printed out and attached to the approval form. Courses taken on a pass/fail or audit basis that are job-relevant, or are required for a degree program that is job relevant, may be eligible for tuition reimbursement; however, such courses must be presented to his/her immediate supervisor and then to the Department Head/Elected Official of the employee for consideration and approval. It is the responsibility of the employee making the request to make it clear on his/her pre-approval form that the course is pass/fail or is on an audit basis.

B. Employee has submitted a Tuition Reimbursement Form for pre-approval to his/her immediate supervisor. The Department Head/Elected Official will review the pre-approved form to determine whether or not the course is eligible for reimbursement. Tuition Reimbursement Forms are available on the Blount County web site/Human Resources Department. Failure to obtain pre-approval from his/her immediate supervisor may result in denial of the tuition reimbursement request.

C. Upon completion of the course, the employee must submit proof that he/she has received a grade of C or better if a course was taken on a for-grade basis, or the employee must submit written proof from the instructor and/or sponsor that the employee satisfactorily completed a course on a pass/fail and/or audit basis. Proof must be submitted by official transcript, delivered unopened by the employee or sent directly from the school. The employee must also submit the itemized tuition receipt verifying cost and payment of tuition. This receipt must show a listing of all costs by item (e.g. maintenance/tuition, activity fee, etc.) must show the dates the fees were assessed and paid, must show payment amount(s) and method of payment (e.g. check, credit card, financial aid, etc.), and must indicate a zero balance on the account. Submission for completed course will be returned to the Department Head/Elected Official of the employee for review and forwarded to the Accounting Department for reimbursement. Copies of completed course work will be placed in the employee's training and/or personnel file.

D. The employee affirms that he/she has not been totally reimbursed for this approved educational training by some other funding source. Persons being supplemented under any other program(s) (e.g. state supplements, G.I. Bill, scholarships including the Tennessee Education Lottery Scholarship program, government funding, etc.) are only eligible for benefits under Blount County Government's reimbursement program for the difference between the cost of the approved training and any other funding source(s) up to the maximum reimbursement cap of \$1,800 per fiscal year, \$600 per semester or \$450 per quarter.

E. Employees will not be reimbursed for late fees, cost of books, service fees, technology fees, athletic fees. Employees will be reimbursed for maintenance/tuition fees upon submission of a transcript as follows:

<u>For Grade Basis</u>	<u>% Reimbursement</u>
A	100%
B	90%
C	80%
Below C	No Reimbursement
Pass/Fail or Audit	50% Undergraduate Coursework 100% Graduate Coursework

By January, an employee who intends to take courses must have forms in before the start of the next fiscal year. Approval forms must be completed prior to the start of each semester. Each approval must have the authorization of the Department Head/Elected Official to ensure funds are available for reimbursement. The Elected Official may suspend tuition reimbursement at any point due to lack of funding. Any violation of this policy or procedure will result in the employee refunding all tuition back to Blount County and will be considered a serious violation.

Professional Development Courses

Professional development courses paid by Blount County will follow the same procedure for pre-approval by the immediate supervisor and the Department Head/Elected Official. Completed course documentation (certifications, transcripts, etc.) will also be placed in the training/personnel file. To encourage all employees to become more computer literate, Blount County will reimburse employees under this policy for the successful completion of up to one non-accredited computer course per year taken during non-work hours. The course must be approved in advance on the Tuition Reimbursement Form by the Department Head/Elected Official as cost effective and appropriate for education in standard computer software skills. This provision does not apply to or have any effect on computer training that a department may approve and fund during work hours.

DRAFT

Employee Handbook Acknowledgment Form

I acknowledge I have received, read, and understand the policies outlined in the Blount County Government Employee Handbook. I agree to conform to the rules and regulations of Blount County Government as described in the handbook which is intended as a guide to human resources policies and procedures.

I understand the County has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book, and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in this handbook does not constitute an employment contract between Blount County Government and me, and that either I or Blount County may terminate our employment relationship at any time, with or without cause.

I understand no manager or representative of Blount County has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I hereby acknowledge that neither this manual nor any of the policies or statements contained herein constitutes a contract nor guarantee of employment and that I am an employee-at-will.

Employee Signature: _____

Date: _____

Employee Name (please print): _____

LINK TO HUMAN RESOURCES INSURANCE COMMITTEE SEPTEMBER 20, 2016, MEETING PACKET

<http://www.blounttn.org/comm1/hrcomm/HR160920.PDF>

BLOUNT MEMORIAL HOSPITAL
Maryville, Tennessee

REPORT TO BLOUNT COUNTY COMMISSION – OCTOBER 2016

I. Introduction:

This report to the Blount County Commission provides you with information on Hospital activities, services, and progress over the past three months. It includes Statistical and Financial Reports, and other relevant information.

We want you to know that healing begins here, close to home, right here in Blount County. I am very pleased to report to you about the exciting work that is being done at Blount Memorial. Please let me know if you have questions or need clarifications on this report or any other Hospital activity.

II. Statistical Reports: (Please see the attached Statistical Report.)

Admissions for the month of August 2016 were 869 versus a budget of 937, which is 7.3% below budget, and 10.4% below prior year.

Patient days were 3,799, or 10.3% below budget of 4,235, and also 12.8% below last year.

The length of stay for August 2016 was 4.44 days, which is below budget of 4.52 and below prior year of 4.53 days.

For the first two months of this fiscal year, the Hospital had 1,773 admissions, versus a budget of 1,890, which is 6.2% below budget and 10.2% below prior year. Patient days for the first two months of this fiscal year have been 7,686 days, which is 10.0% below budget and 11.4% below prior year.

Our average length of stay for the year has been 4.29 days, which is below budget of 4.52 and below prior year of 4.42.

III. Financial Report: (Please see the attached Financial Report.)

Gross patient revenues were \$85,025,000 versus a budget of \$85,543,000, which is 0.6% below budget.

Net patient revenues were \$20,593,000, which is \$508,000 or 2.4% below budget. Total operating revenues were \$21,635,000 which is \$495,000 or 2.2% below budget.

Expenses of \$21,689,000 were \$430,000, or 1.9% below budget and operating loss for the month was \$54,000, which is \$65,000 below budget.

For the year, gross patient revenues, net patient revenues, and total operating

revenues were 5.3%, 5.7%, and 5.6% below budget, respectively. Operating loss was \$1,550,000, below budget by \$1,504,000. Bottom line gain of \$554,000 was \$77,000 above budget.

For the month, compared to August 2015, gross patient revenues, net patient revenues, and total operating revenues were 4.6%, 2.7%, and 2.4% greater than prior year, respectively. Total expenses were 3.0% greater than prior year. Operating loss of \$54,000 is \$125,000 more than prior year.

For the year, salaries, benefits and contract salaries as a percent of operating revenue are 64.11% compared to a budget of 60.09% and prior year of 58.46%.

Significant balance sheet changes for the month were decreases in gross and net accounts receivable of \$5,115,404, and \$1,020,104 respectively; and an increase in cash and cash equivalence of \$2,286,605. Current liabilities increased by \$823,365.

The bond and equity portfolio totaled \$99,053,203 as of August 2016, or an increase of \$69,678 from prior month.

IV. Other Hospital Matters:

A. Annual Audit Report: The Hospital Board of Directors received the Annual Audited Financial Report for the Hospital at its September Board Meeting and I will be providing the report to Mayor Mitchell.

B. American Heart Association Award: We are extremely proud to have received the American Heart Association's Mission: Lifeline quality improvement program 2016 Gold Recognition Award. I hope you can take the time to read the attached news release that includes the details of this award. I reported to you last October that the Hospital had received the Silver award, but this year we have reduced our "door-to-open-vessel" time even more and rank in the top 10 percent in the nation. This is a collaborative effort with local paramedics and first responders that, in many cases, helps identify heart attacks quickly, begins treatment in the field, and enables the Hospital team to begin preparing for the patient's procedure before he or she even arrives at the hospital. This award recognizes Blount Memorial's commitment and success in implementing a higher standard of care by ensuring our heart patients receive treatment according to nationally accepted standards and recommendations.

C. Tennessee Hospital Association (THA) Meritorious Service Awards:

Each year, the THA conducts an awards recognition program to honor individuals and organizations that have contributed toward the goals of the Association.

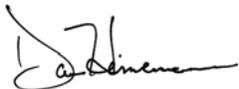
Awards are presented in six categories including meritorious service. Within the meritorious service category, awards are presented to the following: chief executive officer, senior executive, department head, board member, medical staff, and volunteer. I am very pleased to report that again this year, members of our staff won two of those awards! Dr. Albert Petty has been selected to receive the 2016 THA Meritorious Service Award for Medical Staff and Ms. Cindy Albright, Director of Quality Management, was selected to receive the 2016 THA Meritorious Service Award for a department head. The awards presentation will be made during the THA Annual Meeting October 19 – 21.

- D. Employee Health Plan Third Party Administrator (TPA): As part of our annual review, we sent out requests for proposal to potential third party administrators, and after careful consideration, we have decided to change from United Healthcare's UMR service to Blue Cross Blue Shield of Tennessee as our TPA beginning January 1, 2017.
- E. Charity Care: Blount Memorial Hospital is committed to serving the people of Blount County. During the months of June, July, and August 2016, Blount Memorial's financial assistance program provided \$8,554,515 of charity care to patients with a primary residence in Blount County at the time service was rendered. We continue with our mission, to improve the health and quality of life in the community we serve.

V. Conclusion:

If you have questions or need any additional information regarding this report, please contact me. My office phone number is: 977-5533, and my office e-mail is: dheinema@bmnet.com. Please feel free to contact me at any time if I can be of service.

Best regards,



Don Heinemann
Chief Executive Officer

kcyj

**BLOUNT MEMORIAL HOSPITAL
KEY STATISTICS
AUGUST 2016**

	MONTH					YEAR TO DATE				
	Actual	Budget	%	Actual	%	Actual	Budget	%	Actual	%
	08/31/16	08/31/16	Variance	08/31/15	Variance	08/31/16	08/31/16	Variance	08/31/15	Variance
Admissions	869	937	-7.3%	970	-10.4%	1,773	1,890	-6.2%	1,975	-10.2%
Discharges:										
Private Insurance	222	242	-8.3%	270	-17.8%	453	488	-7.2%	547	-17.2%
Medicare	277	300	-7.7%	315	-12.1%	607	605	0.3%	611	-0.7%
Self-Pay	56	60	-6.7%	56	0.0%	113	121	-6.6%	118	-4.2%
TennCare	91	103	-11.7%	90	1.1%	195	208	-6.3%	191	2.1%
Medicare/HMO	210	232	-9.5%	230	-8.7%	424	468	-9.4%	498	-14.9%
Total	<u>856</u>	<u>937</u>	-8.6%	<u>961</u>	-10.9%	<u>1,792</u>	<u>1,890</u>	-5.2%	<u>1,965</u>	-8.8%
Observation Patients	486	455	6.8%	485	0.2%	979	914	7.1%	1,073	-8.8%
Patient Days	3,799	4,235	-10.3%	4,355	-12.8%	7,686	8,540	-10.0%	8,677	-11.4%
Transitional Care Days	<u>2,077</u>	<u>2,139</u>	-2.9%	<u>1,376</u>	50.9%	<u>3,963</u>	<u>4,278</u>	-7.4%	<u>2,768</u>	43.2%
Total Days	<u>5,876</u>	<u>6,374</u>	-7.8%	<u>5,731</u>	2.5%	<u>11,649</u>	<u>12,818</u>	-9.1%	<u>11,445</u>	1.8%
Observation Days	615	566	8.7%	594	3.5%	1,264	1,138	11.1%	1,265	-0.1%
Average Inpatients Per Day	190	206	-7.8%	185	2.7%	188	207	-9.2%	185	1.6%
Average Total Patients Per Day	209	224	-6.7%	204	2.5%	208	225	-7.6%	205	1.5%
Average Acute Length of Stay	4.44	4.52	-1.8%	4.53	-2.0%	4.29	4.52	-5.1%	4.42	-2.9%
Case Mix Index	1.42	1.44	-1.4%	1.35	5.2%	1.37	1.44	-4.9%	1.38	-0.4%
Medicare Case Mix Index	1.55	1.62	-4.3%	1.51	2.6%	1.50	1.62	-7.7%	1.58	-5.1%
Births	51	56	-8.9%	53	-3.8%	109	113	-3.5%	124	-12.1%
Total Nursery Days	96	95	1.1%	86	11.6%	193	191	1.0%	205	-5.9%
Outpatient Visits	21,120	19,585	7.8%	19,399	8.9%	39,403	39,377	0.1%	39,222	0.5%
Outpatient Clinic Ancillary	9,457	8,623	9.7%	8,430	12.2%	17,392	17,337	0.3%	17,238	0.9%
Emergency Room Visits	5,103	4,993	2.2%	5,243	-2.7%	10,041	10,039	0.0%	10,269	-2.2%
Surgical Cases I/P	193	220	-12.3%	210	-8.1%	365	444	-17.8%	442	-17.4%
Surgical Cases O/P	352	320	10.0%	301	16.9%	666	644	3.4%	656	1.5%
Surgical Cases BMOS	371	274	35.4%	249	49.0%	657	551	19.2%	507	29.6%
Total	<u>916</u>	<u>814</u>	12.5%	<u>760</u>	20.5%	<u>1,688</u>	<u>1,639</u>	3.0%	<u>1,605</u>	5.2%
Lab Tests I/P	30,598	32,642	-6.3%	36,348	-15.8%	62,807	65,819	-4.6%	73,115	-14.1%
Lab Tests O/P	<u>69,355</u>	<u>67,371</u>	2.9%	<u>64,600</u>	7.4%	<u>133,728</u>	<u>135,453</u>	-1.3%	<u>132,499</u>	0.9%
Total	<u>99,953</u>	<u>100,013</u>	-0.1%	<u>100,948</u>	-1.0%	<u>196,535</u>	<u>201,272</u>	-2.4%	<u>205,614</u>	-4.4%
Radiology Exams I/P	2,726	3,197	-14.7%	3,351	-18.7%	5,574	6,446	-13.5%	6,721	-17.1%
Radiology Exams O/P	<u>12,956</u>	<u>11,576</u>	11.9%	<u>11,779</u>	10.0%	<u>24,218</u>	<u>23,274</u>	4.1%	<u>23,695</u>	2.2%
Total	<u>15,682</u>	<u>14,773</u>	6.2%	<u>15,130</u>	3.6%	<u>29,792</u>	<u>29,720</u>	0.2%	<u>30,416</u>	-2.1%
Pharmacy Line Items	124,554	128,805	-3.3%	139,527	-10.7%	247,100	259,722	-4.9%	277,671	-11.0%
Clinic Visits:										
BMPG	20,701	16,280	27.2%	16,357	26.6%	38,692	33,119	16.8%	32,439	19.3%
Care Today	3,120	3,724	-16.2%	3,616	-13.7%	6,029	7,116	-15.3%	6,925	-12.9%

**BLOUNT MEMORIAL HOSPITAL
KEY STATISTICS
AUGUST 2016**

	MONTH					YEAR TO DATE				
	Actual	Budget	%	Actual	%	Actual	Budget	%	Actual	%
	08/31/16	08/31/16	Variance	08/31/15	Variance	08/31/16	08/31/16	Variance	08/31/15	Variance
O.R. Utilization										
Bariatric	11	16	-31.3%	9	22.2%	17	33	-48.5%	26	-34.6%
ENT	54	56	-3.6%	40	35.0%	117	113	3.5%	85	37.6%
General Surgery	231	243	-4.9%	248	-6.9%	447	489	-8.6%	535	-16.4%
GYN	74	67	10.4%	72	2.8%	135	135	0.0%	147	-8.2%
Neuro Surgery	9	20	-55.0%	12	-25.0%	14	41	-65.9%	21	-33.3%
Orthopedic	209	206	1.5%	190	10.0%	397	415	-4.3%	413	-3.9%
Plastic	26	24	8.3%	15	73.3%	52	48	8.3%	37	40.5%
Thoracic	9	10	-10.0%	17	-47.1%	13	20	-35.0%	26	-50.0%
Urology	61	48	27.1%	42	45.2%	116	97	19.6%	88	31.8%
Vascular	13	11	18.2%	17	-23.5%	18	22	-18.2%	32	-43.8%
Other	219	113	93.8%	98	123.5%	362	226	60.2%	195	85.6%
Total	916	814	12.5%	760	20.5%	1,688	1,639	3.0%	1,605	5.2%
Special Proc/Cath Lab	242	213	13.6%	220	10.0%	451	430	4.9%	460	-2.0%
Radiation Oncology	1,922	1,677	14.6%	1,253	53.4%	3,667	3,371	8.8%	2,775	32.1%
Endoscopy	486	408	19.1%	388	25.3%	817	820	-0.4%	802	1.9%
MRI	940	811	15.9%	809	16.2%	1,694	1,631	3.9%	1,664	1.8%
Mammograms	1,300	1,270	2.4%	1,188	9.4%	2,514	2,554	-1.6%	2,518	-0.2%
RT Treatments	14,271	17,460	-18.3%	15,845	-9.9%	29,147	35,206	-17.2%	32,213	-9.5%
Cardiology	3,379	2,995	12.8%	3,267	3.4%	6,459	6,039	7.0%	6,615	-2.4%
Vascular Lab	547	592	-7.6%	649	-15.7%	1,109	1,190	-6.8%	1,267	-12.5%
Cardio/Pulm Rehab	2,837	2,897	-2.1%	3,091	-8.2%	5,316	5,825	-8.7%	6,180	-14.0%
Rehab Services I/P	5,048	4,716	7.0%	4,925	2.5%	9,918	9,509	4.3%	9,786	1.3%
Rehab Services O/P	25,669	21,667	18.5%	21,924	17.1%	44,981	43,563	3.3%	42,091	6.9%
Total	30,717	26,383	16.4%	26,849	14.4%	54,899	53,072	3.4%	51,877	5.8%
Home Health Episodes	233	216	7.9%	239	-2.5%	450	430	4.7%	488	-7.8%
Hospice Days	1,600	1,293	23.7%	1,400	14.3%	2,958	2,600	13.8%	2,905	1.8%
EHRC Outpatient Visits	432	353	22.4%	359	20.3%	748	710	5.4%	759	-1.4%
Occupational Health:										
Springbrook	517	580	-10.9%	587	-11.9%	1,020	1,167	-12.6%	1,230	-17.1%
Tellico	252	0		292	-13.7%	411	0		606	-32.2%
MorningView Village										
Independent	25	25	0.0%	26	-3.8%	26	25	4.0%	27	-3.7%
Assisted Living	39	43	-9.3%	40	-2.5%	41	43	-4.7%	41	0.0%
Dementia/Alzheimers	17	18	-5.6%	18	-5.6%	16	18	-11.1%	17	-5.9%
Total	81	86	-5.8%	84	-3.6%	83	86	-3.0%	85	-2.4%
Springbrook Memberships	2,862	2,982	-4.0%	3,009	-4.9%	2,846	2,982	-4.6%	3,021	-5.8%
TCC Average Daily Census	67	69	-2.9%	44	52.3%	64	69	-7.2%	45	42.2%

**BLOUNT MEMORIAL HOSPITAL
STATEMENT OF REVENUES AND EXPENSES vs. BUDGET
AUGUST 2016**

(In Thousands)

	MONTH				YEAR TO DATE			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Gross Revenues:								
Inpatient	\$28,962	\$34,421	-\$5,459	-15.9%	\$57,519	\$69,379	-\$11,860	-17.1%
Outpatient	50,421	45,899	4,522	9.9%	95,565	92,275	3,290	3.6%
Professional	5,642	5,223	419	8.0%	9,918	10,501	-583	-5.6%
Gross Patient Revenues	85,025	85,543	-518	-0.6%	163,002	172,155	-9,153	-5.3%
Total Adjustments	64,432	64,442	-10	0.0%	123,282	130,020	-6,738	-5.2%
Net Patient Revenues	20,593	21,101	-508	-2.4%	39,720	42,135	-2,415	-5.7%
Other Revenues	1,042	1,029	13	1.3%	1,989	2,059	-70	-3.4%
Total Operating Revenues	21,635	22,130	-495	-2.2%	41,709	44,194	-2,485	-5.6%
Expenses:								
Salaries and Wages	10,696	10,772	-76	-0.7%	21,532	21,544	-12	-0.1%
Employee Benefits	2,519	2,451	68	2.8%	5,099	4,903	196	4.0%
Contract Salaries	52	54	-2	-3.7%	110	108	2	1.9%
Professional Fees	512	442	70	15.8%	938	884	54	6.1%
Patient Supplies	3,159	3,665	-506	-13.8%	6,360	7,330	-970	-13.2%
Purchased Maintenance	842	868	-26	-3.0%	1,709	1,737	-28	-1.6%
Outside Services	766	777	-11	-1.4%	1,504	1,555	-51	-3.3%
Equipment Rental	177	169	8	4.7%	328	338	-10	-3.0%
Utilities	515	417	98	23.5%	922	833	89	10.7%
Marketing	53	80	-27	-33.8%	86	160	-74	-46.3%
Depreciation	1,509	1,525	-16	-1.0%	2,988	3,050	-62	-2.0%
Other Expenses	889	899	-10	-1.1%	1,683	1,798	-115	-6.4%
Total Expenses	21,689	22,119	-430	-1.9%	43,259	44,240	-981	-2.2%
Operating Income	-54	11	-65	-590.9%	-1,550	-46	-1,504	-3269.6%
Non-Operating:								
Investment Income	32	409	-377	-92.2%	2,338	817	1,521	186.2%
Interest Expense	-227	-205	22	10.7%	-431	-410	21	5.1%
Contributions & Other	177	58	119	205.2%	197	116	81	69.8%
Excess of Revenues over Expenses	-\$72	\$273	-\$345	-126.4%	\$554	\$477	\$77	16.1%
Operating Margin	-0.25%	0.05%			-3.72%	-0.10%		
Total Margin	-0.33%	1.23%			1.33%	1.08%		
Compensation Ratio	61.32%	60.00%			64.11%	60.09%		
Supply Expense Ratio	14.60%	16.56%			15.25%	16.59%		
FTE per AOB	4.56	4.81			4.76	4.86		

BLOUNT MEMORIAL HOSPITAL
STATEMENT OF REVENUES AND EXPENSES vs. PRIOR YEAR
AUGUST 2016

(In Thousands)

	MONTH				YEAR TO DATE			
	Aug 16	Aug 15	Variance	%	Aug 16	Aug 15	Variance	%
Gross Revenues:								
Inpatient	\$28,962	\$32,782	-\$3,820	-11.7%	\$57,519	\$65,410	-\$7,891	-12.1%
Outpatient	50,421	44,209	6,212	14.1%	95,565	90,662	4,903	5.4%
Professional	5,642	4,301	1,341	31.2%	9,918	8,737	1,181	13.5%
Gross Patient Revenues	85,025	81,292	3,733	4.6%	163,002	164,809	-1,807	-1.1%
Total Adjustments	64,432	61,240	3,192	5.2%	123,282	123,907	-625	-0.5%
Net Patient Revenues	20,593	20,052	541	2.7%	39,720	40,902	-1,182	-2.9%
Other Revenues	1,042	1,069	-27	-2.5%	1,989	2,137	-148	-6.9%
Total Operating Revenues	21,635	21,121	514	2.4%	41,709	43,039	-1,330	-3.1%
Expenses:								
Salaries and Wages	10,696	10,194	502	4.9%	21,532	20,321	1,211	6.0%
Employee Benefits	2,519	2,288	231	10.1%	5,099	4,564	535	11.7%
Contract Salaries	52	158	-106	-67.1%	110	275	-165	-60.0%
Professional Fees	512	533	-21	-3.9%	938	895	43	4.8%
Patient Supplies	3,159	3,427	-268	-7.8%	6,360	7,053	-693	-9.8%
Purchased Maintenance	842	775	67	8.6%	1,709	1,575	134	8.5%
Outside Services	766	689	77	11.2%	1,504	1,317	187	14.2%
Equipment Rental	177	127	50	39.4%	328	336	-8	-2.4%
Utilities	515	461	54	11.7%	922	913	9	1.0%
Marketing	53	41	12	29.3%	86	67	19	28.4%
Depreciation	1,509	1,473	36	2.4%	2,988	2,946	42	1.4%
Other Expenses	889	884	5	0.6%	1,683	1,865	-182	-9.8%
Total Expenses	21,689	21,050	639	3.0%	43,259	42,127	1,132	2.7%
Operating Income	-54	71	-125	-176.1%	-1,550	912	-2,462	-270.0%
Non-Operating:								
Investment Income	32	-2,478	2,510	101.3%	2,338	-2,665	5,003	187.7%
Interest Expense	-227	-184	43	23.4%	-431	-373	58	15.5%
Contributions & Other	177	38	139	365.8%	197	261	-64	-24.5%
Excess of Revenues over Expenses	-\$72	-\$2,553	\$2,481	97.2%	\$554	-\$1,865	\$2,419	129.7%
Operating Margin	-0.25%	0.34%			-3.72%	2.12%		
Total Margin	-0.33%	-12.09%			1.33%	-4.33%		
Compensation Ratio	61.32%	59.85%			64.11%	58.46%		
Supply Expense Ratio	14.60%	16.23%			15.25%	16.39%		
FTE per AOB	4.56	5.23			4.76	5.15		

**BLOUNT MEMORIAL HOSPITAL
BALANCE SHEET
AUGUST 2016**

	Aug 16	Jul 16	Jun 16	Variance
<u>ASSETS</u>				
CURRENT ASSETS				
Cash	\$3,961,058	\$1,674,453	\$4,770,396	-\$809,338
Accounts Receivable	112,044,055	117,159,459	110,896,862	1,147,193
Less Allowances for Doubtful Accounts	87,433,816	91,529,116	86,416,516	1,017,300
Net Accounts Receivable	24,610,239	25,630,343	24,480,346	129,893
Inventories	4,375,425	4,294,349	4,197,985	177,440
Prepaid Expenses	2,382,767	2,465,562	2,645,593	-262,826
TOTAL CURRENT ASSETS	35,329,489	34,064,707	36,094,320	-764,831
PROPERTY AND EQUIPMENT				
Property, Plant and Equipment	335,124,540	335,124,540	335,124,540	0
Less Allowances for Depreciation	213,368,483	211,882,080	210,425,674	2,942,809
Assets Under Construction	121,756,057	123,242,460	124,698,866	-2,942,809
TOTAL PROPERTY AND EQUIPMENT	233,512,114	246,484,920	249,406,732	-1,690,817
MINORITY INTEREST INVESTMENT	2,040,000	2,040,000	2,040,000	0
OTHER NON-CURRENT ASSETS	6,182,496	6,066,926	6,104,326	78,170
ACCUMULATED DECREASE IN FAIR VALUE OF INTEREST RATE SWAPS	14,312,783	14,312,783	14,312,783	0
ASSETS LIMITED AS TO USE				
By Board for Capital Improvements	97,439,446	97,368,670	95,024,629	2,414,817
Accrued Interest Receivable	22,622	26,025	24,907	-2,285
Foundation Investments	1,591,135	1,588,830	1,572,916	18,219
TOTAL ASSETS LIMITED AS TO USE	99,053,203	98,983,525	96,622,452	2,430,751
	\$280,767,468	\$279,997,177	\$280,714,195	\$53,273
<u>LIABILITIES AND FUND BALANCE</u>				
CURRENT LIABILITIES				
Trade Accounts Payable	\$3,823,933	\$2,869,952	\$3,370,593	\$453,340
Accrued Expenses	13,695,032	13,757,125	14,281,453	-586,421
Estimated Third Party Payor Settlements	411,660	426,660	261,765	149,895
Interest Payable	248,766	302,289	174,336	74,430
Current Portion of Long-Term Debt	4,392,100	4,392,100	4,326,295	65,805
Current Portion of Capital Lease	831,388	831,388	831,388	0
TOTAL CURRENT LIABILITIES	23,402,879	22,579,514	23,245,830	157,049
LONG-TERM DEBT	76,930,789	76,930,789	77,622,890	-692,101
OTHER NON-CURRENT LIABILITIES	298,072	278,579	263,697	34,375
INTEREST RATE SWAP LIABILITY	14,312,783	14,312,783	14,312,783	0
FUND BALANCE	165,822,945	165,895,512	165,268,995	553,950
	\$280,767,468	\$279,997,177	\$280,714,195	\$53,273

2016 QUALITY ACHIEVEMENT AWARD

The American Heart Association proudly recognizes

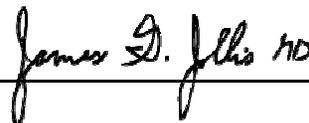
Blount Memorial Maryville, TN

Mission: Lifeline® STEMI Receiving Center – GOLD
Achievement Award Hospital

The American Heart Association recognizes this hospital for its continued success in using the **Mission Lifeline® STEMI** program. Thank you for applying the most up-to-date evidence-based treatment guidelines to improve patient care and outcomes in the community you serve.*



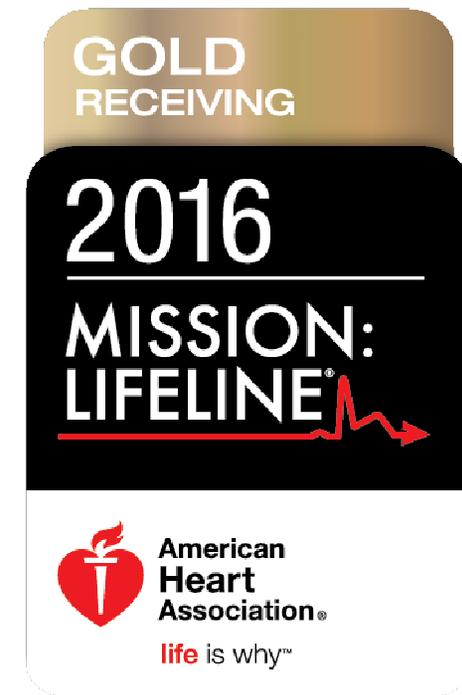
Nancy Brown
Chief Executive Officer, American Heart Association



James G. Jollis, MD, FACC
Chair, Mission: Lifeline Advisory Working Group



Mark Creager, MD
2015-2016 American Heart Association President



*For more information, please visit Heart.org/MLQualityAwards.

Contact: Josh West
865-977-5691

FOR IMMEDIATE RELEASE
Aug. 2016

BLOUNT MEMORIAL RECEIVES MISSION: LIFELINE® GOLD RECOGNITION AWARD

MARYVILLE – Blount Memorial Hospital has been recognized for outstanding heart attack treatment, receiving the 2016 Gold Recognition Award from the American Heart Association’s Mission: Lifeline® quality improvement program.

“The drive to always improve, to always look for what’s better and to always shorten the gap between you and the finish line is something that (Blount Memorial’s) team has always been remarkable at,” said American Heart Association representative Jared Ellis, who visited Blount Memorial Tuesday, Aug. 9 to present the award to the hospital’s STEMI (ST segment elevation myocardial infarction) team. “(The hospital’s) patient population is one that has been treated extremely well by this team,” he added.

Each year in the United States, approximately 250,000 people experience a STEMI caused by a complete blockage of blood flow to the heart that requires timely treatment. To prevent death and preserve heart tissue, it’s critical to immediately restore blood flow as quickly as possible by opening the blocked vessel or by giving clot-busting medication. Time is critical.

“If you think about the time we’ve cut off from eight or 10 years ago compared to today, that’s another 20 or 30 people who are walking their daughters down the aisle,” said Blount Memorial CEO Don Heinemann. “That’s the real impact. Those are all our neighbors, people we serve and people we work with.”

Mission: Lifeline’s goal is to reduce the amount of time between first medical contact with a heart attack patient and the time a device is deployed in the coronary artery, with a target of 90 minutes or less. Currently, Blount Memorial’s STEMI team performs well above the national average with “door-to-open-vessel” times under 40 minutes, putting the hospital in the top 10 percent in the nation. It’s all part of a collaborative effort with local paramedics and first responders that, in many cases, helps identify heart attacks quickly, begin treatment in the field and enables the STEMI team to begin preparing for the patient’s procedure before he or she even arrives at the hospital.

“This is a huge accomplishment for our STEMI team,” said Blount Memorial cardiologist Dr. Jane Souther. “We’ve worked very hard over the years to try to improve a process that is life-threatening for people. We have worked as a team to try to give the people in this community excellent care, and we’re very proud of that accomplishment.” In addition to Souther, Blount Memorial’s team of cardiologists includes Dr. Andrew DeNazareth, Dr. Michael Gallagher, Dr. Bhavin Patel, Dr. Peter Scott, Dr. Alan Smuckler, Dr. Aiswarya Sundaram and Dr. Taylor Weatherbee.

“This is an acknowledgement of the outstanding care we give to cardiac patients here,” said Blount Memorial chief medical officer Dr. Harold Naramore. “We are a top-notch facility, and our community should feel completely secure that we can handle situations like this. There are a lot of people walking around right now in Blount County who wouldn’t be if we didn’t have this outstanding service,” he said.

Blount Memorial previously received Bronze Recognition and Silver Recognition Awards in 2013 and 2015, respectively. “We never stop. We always look for ways to improve things so that we can provide excellent care to our patient population,” Souther said.

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Cutlines:

Mission lifeline 1.jpg – American Heart Association representative Jared Ellis (pictured far left) presents the 2016 Mission: Lifeline® Gold Recognition Award to Blount Memorial’s STEMI team, represented (from left to right) by cardiologist Dr. Jane Souther, STEMI coordinator Mike Headrick and Blount Memorial CEO Don Heinemann.

Mission lifeline 2.jpg – The Gold Recognition Award is earned by meeting strict criteria from the American Heart Association for two consecutive years. Blount Memorial received the Silver Recognition Award last year and the Bronze Recognition Award in 2013.



**Blount Memorial
Hospital**

907 East Lamar Alexander Parkway
Maryville, Tennessee 37804
865-983-7211
www.blountmemorial.org

October 3, 2016

The Honorable Jerome Moon
Chairman
Blount County Board of Commissioners
359 Court Street
Maryville, TN 37804-5906

The Honorable Ed Mitchell
Mayor of Blount County
341 Court Street
Maryville, TN 37804

Dear Commissioner Moon and Mayor Mitchell:

In 2012 it was requested that the Hospital notify the Blount County Commission when the Hospital Board Nominating Committee was scheduled to meet to consider board nominations for the following year. Mr. Robert Redwine, a Blount County appointee, has a term that expires this December. Mr. Redwine is willing to serve another three-year term on the Hospital's Board.

Our Hospital Charter specifies the organizations which are to provide a member of the nominating committee. Enclosed you will find a list of the contacts we used for each of the organizations. Those individuals normally select someone from their respective organizations to serve on the nominating committee. The financial institution is rotated annually among those large financial institutions (or their successors) which were in Blount County in 1984 when the nominating committee was first incorporated into the Hospital Charter.

We have just mailed letters to the organizations which are to provide a member of this year's nominating committee. We will forward you a list of the 2016 Nominating Committee Members once we hear back from the various organizations. The plan is to have the first nominating committee meeting on Wednesday, October 19, 2016.

Please let me know if you need additional information concerning the board nominating process.

Best regards,
David Pesterfield

David Pesterfield, Vice President
Blount Memorial Hospital Board of Directors

Enclosure
c: Rhonda Pitts, Blount County Commission Office Administrator

Robert Redwine
President of the Board

David Pesterfield
Vice President of the Board

Don Heinemann
Chief Executive Officer

Medical Staff

Dr. John Niethammer
Chief of Staff

Dr. Jane Souther
Vice Chief of Staff

2016 BODIES WHO APPOINT MEMBERS OF THE NOMINATING COMMITTEE:
Nominations to be made on or before 1st day of January each year

Farm Bureau:

Dennis Hearon
President
Farm Bureau of Blount County
934 Calderwood Highway
Maryville, TN 37801

Phone: 323-1833

Blount County Medical Society:

Dr. Jerome Heiny, President
East Tennessee Medical Group
266 Joule Street
Alcoa, TN 37701

Office: 984-3864

Blount County Chamber of Commerce:

Bryan Daniels
President & CEO
Blount County Chamber of Commerce
201 S. Washington Ave.
Maryville, TN 37804

Phone: 983-2241
Fax: 984-1386

Financial Institutions:

Capital Bank (formerly Green Bank)
West Maryville
403 Foothills Mall Drive
Maryville, TN 37804

Phone: 981-5109

Largest Industrial Employer:

Mike Brackett
Vice President
Denso Manufacturing, Inc.
1720 Robert C. Jackson
Maryville, TN 37801

Phone: 982-7000
Fax: 981-5262

Largest Labor Union:

Mr. Charles Mabe, President
United Steel Workers, Local 309
P.O. Box 657
Alcoa, TN 37701

Phone: 982-8142
Fax: 977-9510