

# HEALTH AND WELFARE COMMITTEE

May 7, 2019

6:00 P.M.

PRESENT: Robert Acuff, Mike Hill, Brad Johnson, Jerry Proffitt, Layla Ward, Randall Jenkins and Robin McKamey

ABSENT: Aaron Frazier

CALL TO ORDER: Robert Acuff, Chairman

ROLL CALL: Quorum Present

Chairman Acuff stated due to the death of committee member Rick Richardson, Robin McKamey and Kelly Collins had agreed to sit on the committee to represent his district.

- Approval of Agenda: Chairman Acuff asked to put the Sick Leave Bank off until Attorney Hardin was present later in the meeting, address Resolution No. 2 first as Sonja Culler, Chairwoman of the Landfill Committee was present and add a voting resolution honoring EMS during the National EMS week. Motion by Mike Hill, seconded by Jerry Proffitt to approve the agenda with these amendments. By voice roll call vote motion carried.
- Public Comments: None
- Approval of Minutes: Motion was made by Randall Jenkins, seconded by Layla Ward to approve the minutes of the April 2, 2019, meeting. By voice roll call vote, motion carried.
- Chairman Acuff stated the next item concerned the clean up on Teaberry Road, the Blue Hole and the upcoming Doe River clean up. Mike Hill was asked to address Resolution No. 2 which he had presented to be considered a possible Resolution. He submitted "bullet points" as well as a copy of Tennessee Code 39-14-502 concerning the Offense of littering and the Litter Grant - Trial Balance. He stated a motion was passed in the Highway Committee asking this committee to help them enforce the law as written and help to control and enforce the illegal littering on Teaberry Road. He stated he would like this committee to define an illegal dump site that will allow us to clean up using common sense. Mr. Hill stated Benny Lyons, Landfill Director, was no longer going to allow the Recreation Foundation deposit the litter from the park in the 2<sup>nd</sup> District or the Volunteer Fire Departments at no cost at the convenience center. He said this was because Financial Director, Brad Burke, had stated their could be a potential audit finding by the providing of tubs to clean up illegal dump sites. Sonja Culler, Chairman of the Landfill Committee, stated she had talked with Benny Lyons and they made the decision to no longer provide tubs unless they were paid for until a policy was put in place for Mr. Lyons' protection as a comment had been made referencing fraud. There was a lengthy discussion of Mr. Hill's Resolution No. 2 concerning littering and dump sites. (All documents presented to the committee by Mr. Hill are attached to minutes) When asked what his concerns were, Attorney Hardin said we needed to be very aware the policy stated no county equipment or taxpayer funded labor could be used on private property and no policy could be adopted that violated state law. At the suggestion of Chairman Acuff, motion was made by Mike Hill, seconded by Jerry Proffitt for the three committee's affected by these issues, Health and Welfare, Law Enforcement and Landfill, meet in a workshop session and come up with some resolution that all can agree with. By roll call vote as follows, motion carried.

Robert Acuff	aye	Mike Hill	aye
Brad Johnson	aye	Jerry Proffitt	aye
Layla Ward	aye	Randall Jenkins	aye
Robin McKamey	aye		

RECEIVED

05-15-19 @ 8:15 AM



- Attorney Hardin presented a draft of a Sick Leave Bank Policy for County Employees stating it was basically compiled from the ETSU Faculty policy and the County School Department's policy and customized to meet the county's needs as discussed at the last meeting. He stated it was up to the commission to review and manage the policy. Motion was made by Mike Hill, seconded by Robin McKamey to draft a letter explaining what the committee was seeking and distribute to department heads along with a copy of the policy to survey their staff for participation. By roll call vote as follows, motion carried. (policy attached)

Robert Acuff	aye	Mike Hill	aye
Brad Johnson	aye	Jerry Proffitt	aye
Layla Ward	aye	Randall Jenkins	aye
Robin McKamey	aye		

- Chairman Acuff presented an Academic Programs of Study at NES stating a number of the programs were health related. This list will be on file in the Clerk's office. At this time Commissioner Hill stated there was a potential the county may lose NES educational facility when their lease was up in 2022. The items in Resolution No. 1 presented by Mr. Hill (attached) were discussed and he stated he felt the county should make some kind of grand gesture to the administration of NES to let them know we are committed to keeping them. The Mayor stated he had been told NES wanted to buy the Great Lakes property and said until Carter County Tomorrow's lease was up, the county did not control the property. Motion was made by Brad Johnson, seconded by Mike Hill to take no action at this time and defer the matter to the July meeting in order to give more thought on how it should be approached. By roll call vote as follows, motion carried.

Robert Acuff	aye	Mike Hill	aye
Brad Johnson	aye	Jerry Proffitt	aye
Layla Ward	aye	Randall Jenkins	aye
Robin McKamey	aye		

- Mike Hill presented Resolution No. 3 which he prepared (attached) and stated people in his district wanted to start a "a neighborhood watch", but was unsure how to proceed. Randall Jenkins stated on the National Neighborhood Watch site it laid out the necessary steps to begin such an organization. Dr. Acuff suggested the commissioners talk to people in their district to see how much interest was shown. He said then we could research the matter in order to have an informative discussion with the interested parties.

- Dr. Acuff asked Attorney Hardin to draft a resolution honoring the EMS and Rescue Squad during EMS week May 16-25, 2019. Motion was made by Mike Hill, seconded by Robin McKamey to honor his request. By voice roll call as follows, motion carried.

Robert Acuff	aye	Mike Hill	aye
Brad Johnson	aye	Jerry Proffitt	aye
Layla Ward	aye	Randall Jenkins	aye
Robin McKamey	aye		

- Chairman Acuff informed the committee he had talked with Jack Buckles regarding a committee to explore partnerships and working together of the VFDs, EMS, and First Responders and Mr. Buckles told him he did not think he was going to be able to make that happen. Randall Jenkins suggested we reach out and invite the Volunteer Fire Chiefs, City Fire Chief, Mayor Barnette and the EMA Director to come to a meeting and discuss someway to

work together. It was stated the organization of these first responders would help with the IOS ratings for areas and possibly lower the homeowner's insurance policy premiums. Mayor Barnette stated he would be in charge of setting a meeting of all involved responders in an effort to "break the ice" and discuss what they need and want.

- Chairman Acuff thanked the Financial Management Committee and everyone who contributed and helped to put the current employee's insurance policy in place.

He informed the committee members of an introduction to the First Judicial District Felony Recovery Court presentation by Judge Rice and Judge Street to be held on June 10, 2019, at 122C Armed Forces Drive which they may want to attend.

Dr. Acuff stated he had been unable to devote much attention since the last meeting to the kids being helped to grow gardens this summer but would report on it at the next meeting.

On motion by Randall Jenkins, seconded by Robin McKamey the meeting was adjourned.

Respectfully submitted:

Approved for entry:

Suzi Wallace

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Robert Acuff, Chairman

- Great Lakes Building oversight will return to Carter County, and back under buildings and grounds committee.

#### Resolution outline #2:

- Recognizing NETREP master marketing plan positions Carter County as a tourist and recreation destination for a primary economic driver
- Improving environmental concerns & littering along Carter County roadways and waterways will improve marketability of the county according to the NETREP master plan
- Understanding that the problem has become so burdensome that Sheriff Department current resources are inadequate to cope with the growing problem, creating an environmental crisis in and near our scenic view sheds, byways, and recreational access points
- Immediately and permanently reallocate 60% of the increased revenue arising from housing federal inmates in Carter County jail to establishment of a new environmental enforcement position which will enhance current litter grant funded efforts.
- Purpose of the role: expansion and acceleration of environmental cleanup efforts, and rigorous and aggressive investigation and prosecution of TCA 39-14-502 to the absolute express limits of the code as written
- Expand the definition on "illegal dump site" to include the understanding that litter dumped on the county right of ways, which due to natural forces of wind, water and gravity may wind up outside of right of way, still constitutes an environmental hazard and should be remediated when practical.
- Expand on the practice of assigning hours of litter cleanup as punishment for violating this TCA code.

#### Resolution #3

- Establishment of a county wide civilian Community Watch network to monitor and report on criminal & drug activity and illegal dumping
- Training for participants on how to collect and submit credible evidence that is actionable
- Improving community relations between CCSD and the various districts
- Roan Mountain precinct district should be pilot program for development and expansion.

6. Consideration of the following potential Resolutions (submitted by Commissioner M. Hill)

Resolution outline #1:

- Northeast State is a valued educational asset to Carter County
- Recognize partnerships with city and county school systems, plus nontraditional aged student outreach and retraining, and TN Promise.
- County is 100% committed to insuring this resource remains available to Carter County citizens
- County will, in consideration of profound importance of NE State to Carter County students, make every accommodation possible
- discounted lease rate with requirements similar to TIF as follows:
- immediate 30% discount if they will commit to maintaining their current slate of course offerings in Carter County for at least ten years,
- extra \$20,000 discount for every program expansion that relates to NETREP regional masterplan, including recreation management, entrepreneurship, fermentation science, management, marketing, culinary, tourism or adventure sports
- maximum lease discount = \$200,000.00

Litter Grant Expenditure Analysis Y-T-D 2018-2019  
submitted to Law Enforcement Committee by Mike Hill  
5/7/2019

Dear Colleagues,

Please find attached a trial balance and budget sheet for the Litter Grant. After taking apart these numbers, here is what I find:

- 55% of the grant funding is consumed by wages and withholding
- While 0% of the grant funding was originally budgeted for actual trash disposal, 3.6% (\$1,750.00) was budgeted for actual trash disposal fees by a budget amendment
- 8.7% (\$4242.85) of the grant funding was originally budgeted for "other charges"
- 21.8% (\$10,600) of the grant funding is budgeted for educational outreach
- 1% (\$500) was budgeted for liability insurance
- 5% (\$2795.88) was budgeted for "other supplies and materials"
- Estimated actual expenditure on actual trash disposal fees is \$1,048.20, but trial balance seems to indicate \$2,020.17

Other pertinent information:

- \* Landfill Director Lyons states that when litter grant funds are expended, Solid Waste Department typically absorbs the cost of disposal for the remainder of the year.
- Finance Department has issues with absorbing material handling costs of voluntary cleanups, even though this has been ongoing for multiple years and multiple Litter Grant administrations by multiple Sheriffs.

My thoughts on the matter:

- 1) A consistent County policy must be immediately and permanently established regarding litter and illegal dumpsite material processing. Recommend coordinating with Landfill Committee to establish this policy.
- 2) A consistent and broadly defined definition of "Illegal Roadside Dump Site" must be established and adopted by the County.
- 3) Significantly more than 4% of Litter Grant funds should actually fund litter processing

as opposed to Sheriff Department wages. For 96% of a grant to be consumed by administrative, overhead and educational outreach programs is an outrage. **IF** there is any misuse or abuse present, it is represented by this sad statistic, and not by any actions of Solid Waste Department. Solid waste department is actually augmenting and improving a fundamental lack of effectiveness of the Litter Grant as it is currently being administered. I believe we need to explore other potential grant administration options in order to increase the effectiveness of the grant toward its stated purpose. Understanding the limitations stated by Sheriff's department as to ability to properly patrol, enforce and mitigate this problem, we should take a serious look at placing the program under other departments

4) Given only 4-9% by my best estimates are being attributed to litter cleanup, we must act to increase funding for this program while exploring more efficient administration options.

**2010 Tennessee Code**  
**Title 39 - Criminal Offenses**  
**Chapter 14 - Offenses Against**  
**Property**  
**Part 5 - Litter Control**  
**39-14-502 - Offense of littering.**

**39-14-502. Offense of littering.**

**(a)** A person commits littering who:

**(1)** Knowingly places, drops or throws litter on any public or private property without permission and does not immediately remove it;

**(2)** Negligently places or throws glass or other dangerous substances on or adjacent to water to which the public has access for swimming or wading, or on or within fifty feet (50¢) of a public highway; or

**(3)** Negligently discharges sewage, minerals, oil products or litter into any public waters or lakes within this state.

**(b)** Whenever litter is placed, dropped, or thrown from any motor vehicle, boat, airplane, or other conveyance in violation of this section, the trier of fact may, in its discretion and in consideration of the totality of the circumstances, infer that the operator of the conveyance has committed littering.

**(c)** Whenever litter discovered on public or private property is found to contain any article or articles, including, but not limited to, letters, bills, publications, or other writings that display the name of a person in such a manner as to indicate that the article belongs or belonged to that person, the trier of fact may, in its



discretion and in consideration of the totality of the circumstances,  
infer that the person has committed littering.

[Acts 2007, ch. 595, § 1.]

Northeast State Lease Renewal  
at Great Lakes Building  
information submitted by Mike Hill to Building and Grounds Committee  
5/7/2019

After meeting with Rep. Timothy Hill, Mr. Chris Hitechew, Planning Director Schuettler and other parties, here are facts as I understand them pertaining to Northeast State maintaining a presence in Carter County.

- 1) Northeast State does not intend to renew its lease on the Carter County campus.
- 2) Northeast State pays an estimated \$300,000 annually to occupy the Great Lakes Building.
- 3) Northeast State owns their Blountville campus and has a very attractive nominal lease on their Washington County campus.
- 4) Carter County campus needs significant repairs to the grounds. Planning Director Schuettler estimates at least \$60,000 to bring parking lot up to acceptable level of maintenance and upkeep.
- 5) Per testimony from TCAT officials at a recent Buildings and Grounds Committee, educational organizations do not typically seek to invest organizational funds into upgrading leasehold properties.

Here is an outline of talking points for a resolution I would like to initiate:

- Northeast State is a valued educational asset to Carter County
- Recognize partnerships with city and county school systems, plus nontraditional aged student outreach and retraining, and TN Promise.
- County is 100% committed to insuring this resource remains available to Carter County citizens
- County will, in consideration of profound importance of NE State to Carter County students, make every accommodation possible
- Discounted lease rate with requirements similar to TIF as follows:
  - immediate 30% discount if they will commit to maintaining their current slate of course offerings in Carter County for at least ten years,
  - extra \$20,000 discount for every program expansion that relates to NETREP regional masterplan, including recreation management, entrepreneurship, fermentation science, management, marketing, culinary, tourism or adventure sports
  - maximum lease discount = \$200,000.00
- Great Lakes Building oversight will return to Carter County, and back under buildings and grounds committee.

...please consider all numbers to be negotiable elements that should be thoroughly discussed in interest of building a quality proposal to carry to Northeast State administration. We must explore this now, while we might still save this vital asset for our students.

[illegible]

Account Level				2018-19		Account					
Find T Acct Obj Prj Loc Prg Description				FYTD Activity		Balance					
101 General											
64000 Litter and Trash Collection											
Date	Src	Sub	Batch	Vendor Name/Ref	FOH/Line#	Description	Inv# / Desc2	Inv Date	CHK# / Rec#	Check Date	Amount
101 E 64000 160 000 000000 000 GUARDS						10,514.04	10,514.04				
01/10/19	JE		JL1010L		9	AUG W MURRAY LITTER 104 HRS @ \$11.09		01/10/19			1,153.36
01/10/19	JE		JL1010L		10	SEPT W MURRAY LITTER 113 HRS @ \$11.09		01/10/19			1,253.17
01/10/19	JE		JL1010L		11	OCT W MURRAY LITTER 126 HRS @ \$11.09		01/10/19			1,397.34
01/10/19	JE		JL1010L		12	NOV W MURRAY LITTER 80 HRS @ \$11.09		01/10/19			887.20
01/10/19	JE		JL1010L		13	DEC W MURRAY LITTER 56 HRS @ \$12.95		01/10/19			725.20
02/01/19	JE		JL0201L		5	WHITNEY MURRAY 37HRS @\$12.95 PPE 1/24/19		01/30/19			479.15
02/15/19	JE		JL0215L		5	WHITNEY MURRAY - 36 HRS LITTER 2/15/19PR		02/13/19			466.20
03/01/19	JE		JL0301L		5	WHITNEY MURRAY 49.5 HR LITTER FROM 54210		02/27/19			641.03
03/15/19	JE		JL0315L		5	WHITNEY MURRAY 64 HRS PPE 3/7/19		03/13/19			777.00
03/29/19	JE		JL0329L		2	WHITNEY MURRAY LITTER GRANT 72 HR \$12.95		03/27/19			932.40
04/12/19	JE		JL0412L		3	WHITNEY MURRAY LITTER 49 HRS 4/12/19 PR		04/10/19			634.55
04/12/19	JE		JL0412L		4	KEVIN ROYSE LITTER 8 HRS 4/12/19 PR		04/10/19			130.64
04/26/19	JE		JL0426L		2	WHITNEY MURRAY LITTER 60 HRS @ \$12.95		04/24/19			1,036.80
						*101 E 64000 160 000 000000 000					
						*Journal Entries					
						12,594.76 Left	45.50	0.00 Open Po	12,594.76	Unencumbered	
						**Accumulated Detail History for Subtotal Break					
						10,514.04 Spent					10,514.04
						23,108.80 Budgeted					10,514.04
						101 E 64000 160 000 000000 000					10,514.04

101 E 64000 201 000 00000 006 SOCIAL SECURITY										
01/10/19	JE		JL1010L		14 WHITNEY MURRAY LITTER HRS		01/10/19			335.81
					AUG-DEC 2018					

Account Level 2018-19 Account  
nd T Acct Obj Prj Loc Prg Description FYTD Activity Balance  
01 General  
4000 Litter and Trash Collection

01 R 64000 201 000 00000 000 (continued)

Date	Src	Sub	Batch	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	CHK#/Rec#	Check Date	Amount
02/01/19	JR		JL0201L		6	WHITNEY MURRAY 37HRS @\$12.95		01/30/19			29.71
						PER 1/24/19					
02/15/19	JR		JL0215L		6	WHITNEY MURRAY - 36 HRS		02/13/19			28.91
						LITTER 2/15/19PR					
03/01/19	JR		JL0301L		6	WHITNEY MURRAY 49.5 HR LITTER		02/27/19			39.75
						FROM 54210					
03/15/19	JR		JL0315L		6	WHITNEY MURRAY 64 HRS PER		03/13/19			48.10
						3/7/19					
03/29/19	JR		JL0329LC		1	RECLASS SOC SRC TO 54210 201		03/27/19			-482.16
						*101 R 64000 201 000 00000 000					0.00
						*Journal Entries					0.00
						1,432.75 Left					0.00
01 R 64000 201						*Accumulated Detail History for Subtotal Break					0.00
01 R 64000 201						0.00					0.00

01 R 64000 204 000 00000 000						0.00	0.00				
01/10/19	JR		JL0101L		15	WHITNEY MURRAY LITTER HRS		01/10/19			809.19
						AUG-DEC 2010					
02/01/19	JR		JL0201L		7	WHITNEY MURRAY 37HRS @\$12.95		01/30/19			71.59
						PER 1/24/19					
02/15/19	JR		JL0215L		7	WHITNEY MURRAY - 36 HRS		02/13/19			69.65
						LITTER 2/15/19PR					
03/01/19	JR		JL0301L		7	WHITNEY MURRAY 49.5 HR LITTER		02/27/19			95.77
						FROM 54210					
03/15/19	JR		JL0315L		7	WHITNEY MURRAY 64 HRS PER		03/13/19			116.09
						3/7/19					
03/29/19	JR		JL0329LC		2	RECLASS RETIREMENT TO 54210		03/27/19			-1,162.29
						204					
						*101 R 64000 204 000 00000 000					0.00
						*Journal Entries					0.00
						0.00 Left					0.00
01 R 64000 204						*Accumulated Detail History for Subtotal Break					0.00
01 R 64000 204						0.00					0.00

0.00 Budgeted 0.00 Spent  
0.00 Left 0.00 Open Po 0.00 Unencumbered  
0.00

Ind T Acct: 001 P1 Loc: Prg Description: Account Level: 2018-19  
General FYTD Activity Balance  
4000 Litter and Trash Collection

Date	Exc	Sub	Batch	Vendor Name/Ref	PO#/Line#	Description	Inv#/Desc2	Inv Date	Chk#/Rec#	Check Date	Amount
01 E 64000 212 000 00000 000	EMPLOYER MEDICARE				16	WHITNEY MURRAY LITTER HRS		01/10/19			78.94
02/10/19	JB		JL01010L			AVG-DEC 2018					
02/01/19	JB		JL0201L		0	WHITNEY MURRAY 37HRS @ \$12.95		01/30/19			6.95
02/15/19	JB		JL0215L		0	PER 1/24/19					
03/01/19	JB		JL0301L		0	WHITNEY MURRAY - 36 HRS		02/13/19			6.76
03/15/19	JB		JL0315L		0	LITTER 2/15/19PR					
03/29/19	JB		JL0329L		3	WHITNEY MURRAY 49.5 HR LITTER FROM 54210		02/27/19			9.30
						WHITNEY MURRAY 64 HRS PER 3/7/19		03/13/19			11.24
						REC'D'S MEDICARE TO 54210 212					
01 E 64000 212						*101 E 64000 212 000 00000 000		03/27/19			-112.82
01 E 64000 212						*Journal Entries					0.00
						335.08 Left					
						*Accumulated Detail History for Subtotal Break					
						0.00					0.00
01 E 64000 355 000 00000 000	TRAVEL					0.00					
						*101 E 64000 355 000 00000 000					0.00
						0.00 Left					
						*Accumulated Detail History for Subtotal Break					
						0.00					0.00
01 E 64000 359 000 00000 000						1,387.81					
02/05/19	AP		KW0205	CARTER COUNTY SOLID WASTE	0	CARTER CO SHERIFF'S DEPT	S7-115	02/01/19	229016	02/05/19	117.72
02/28/19	JB		101 JB08		9	TRASH DISPOSAL FOR JAN. 2019					
						No reclassifiy to proper account					
03/08/19	AP		KW0308-2	CARTER COUNTY SOLID WASTE	0	SHERIFF'S DEPT TRASH DISPOSAL FOR FEB. 2019	S7-119 FEB	02/01/19	230005	03/08/19	245.04
04/10/19	AP		KW0410	CARTER COUNTY SOLID WASTE	0	CARTER CO SHERIFF'S DEPT	S7-119 MARCH	04/01/19	231094	04/10/19	319.57
						*101 E 64000 359 000 00000 000					1,387.81
						*Accounts Payable					682.33
						*Journal Entries					705.48
						362.19 Left					
						1,750.00 Budgeted					
						1,387.81 Spent					

Account Level  
 2018-19  
 Account  
 FYTD Activity Balance  
 General  
 Litter and Trash Collection

Date Sec Sub Batch Vendor Name/Ref PO#/Line# Description Inv#/Desc2 Inv Date Chk#/Rec# Check Date Amount  
 01 B 64000 359 --- Accumulated Detail History for Subtotal Break  
 01 B 64000 359 --- 1,387.81 1,387.81

01 B 64000 429 000 00000 000 INSTRUCTIONAL SUPPLIES 1,799.02 1,799.02  
 12/04/18 AP K01204 CREATIVE PRODUCT SOURCE 6401900001 Christmas Tote Bags CARTER CO CPI075091 12/27/18 227004 12/04/18 582.12  
 INC. SHERIFF'S OFFICE CUST ID#CPSD37643

02/05/19 AP K0205 CREATIVE PRODUCT SOURCE 6401900002 Coloring Books, pens and pencils CARTER CO SHERIFF'S DBPT CPI077058 01/30/19 229017 02/05/19 201.92  
 INC. ID#CPSD37643

02/11/19 AP K0211 CREATIVE PRODUCT SOURCE 6401900002 CARTER CO SHERIFF'S OFFICE SHRIFF COLORING BOOK CUST ID#CPSD37643 CPI077058 01/30/19 229224 02/11/19 201.92  
 INC. COLORING Books, pens and pencils CARTER CO SHERIFF'S OFFICE CUST ID#CPSD37643 CPI077283 02/12/19 229401 02/15/19 411.24

02/21/19 AP K0221 Amazon/SYNCH 6401900003 Clean Teens Costumes for 2019 463857456399 02/01/19 229531 02/21/19 47.50  
 INC. Amazon/SYNCH ACCT#60457 8781 036340 4 Program CARTER COUNTY FINANCE

02/21/19 AP K0221 Amazon/SYNCH 6401900003 Clean Teens Costumes for 2019 667659365448 02/01/19 229531 02/21/19 34.36  
 INC. Amazon/SYNCH ACCT#60457 8781 036340 4 Program

03/06/19 AP K0306 CARDMEMBER SERVICE 6401900004 Costumes for Clean Teens RBPF#2254 02/05/19 229922 03/06/19 22.95  
 03/06/19 AP K0306 CARDMEMBER SERVICE 6401900004 Costumes for Clean Teens RRF#1314 02/05/19 229922 03/06/19 67.68  
 03/08/19 AP K0308 CREATIVE PRODUCT SOURCE 6401900002 Coloring Books, pens and pencils CARTER CO SHERIFF'S OFFICE CUST ID: CPD37643 CPI077418 02/21/19 229984 03/08/19 62.68  
 INC. OFFICE CUST ID: CPD37643

03/19/19 AP K0319 Amazon/SYNCH 6401900003 Clean Teens Costumes for 2019 688989535533 02/01/19 230369 03/19/19 23.99  
 INC. Amazon/SYNCH ACCT#60457 8781 036340 4 Program CARTER COUNTY FINANCE

10,600.00 Budgeted 1,799.02 Spent 8,800.98 Left 1,993.00 Open Po 6,807.98 Unencumbered  
 1 B 64000 429 --- Accumulated Detail History for Subtotal Break  
 1 B 64000 429 --- 1,799.02 1,799.02



105.48  
2020.17  
\$571.00  
\$571.00  
10457536  
23, 10456-66A63

Account Level  
2018-19  
FYTD Activity Balance

01 General  
Alter and Trash Collection

01 E 64000 599 000 000000 000 (continued)

Date	Src	Sub	Batch	Vendor Name/Ref	FOH/Line#	Description	Inv#	Desc2	Inv Date	CHK#	Rec#	Check Date	Amount
						*Journal Entries							
						1,292.85 Budgeted							-705.48
						0.00 Spent							
						1,292.85 left							
						**Accumulated Detail History for Subtotal Break							
						0.00							0.00
						**Accumulated Detail History for Subtotal Break							
						15,157.83							15,157.83
						**Accumulated Detail History for Subtotal Break							
						15,157.83							15,157.83
						15,157.83							

Grand Expense Totals 15,157.83 15,157.83

Grand Totals Account Summary:  
Spent: 39,719.46 Budgeted 15,157.83 Spent 24,561.65 left 1 38.16 2,470.36 Open Po 22,091.29 Unencumbered

Number of Accounts: 10

The report displays only accounts with activity in the date range selected.

\*\*\*\*\* End of report \*\*\*\*\*

4,643.79  
10,514.04  
15,157.83

## **Carter County Employee Sick Leave Bank Policy**

### **I. Purpose**

The purpose of this policy is to provide an opportunity for Carter County employees to donate accrued but unused sick leave to a sick leave bank which can be utilized to provide paid sick leave to other Carter County employees who are members of the program and who have suffered from injuries and/or illnesses rendering them unable to attend work as required, and who have exhausted all other forms of paid leave. The sick leave bank program is completely voluntary and no employee shall be either rewarded or reprimanded in any way whatsoever based upon their individual decision to participate or not.

### **II. Administration**

The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of five (5) total members as follows: the Carter County Mayor, Carter County Finance Director, Chairman of the Board of County Commissioners for Carter County, and two regular full-time employees of Carter County who shall be appointed by the Board of County Commissioners for terms of two (2) years in October of each even numbered year. The initial appointees shall serve from the time the Sick Leave bank is commenced until October of the first even numbered year that follows. The Committee shall be chaired by the Carter County Mayor and the Carter County Finance Director will act as secretary and maintain the accounting of the Bank through the Carter County Finance Department. Any vacancy resulting from expiration of a term, retirement, resignation, discontinuation of employment or death shall be filled at the next regular meeting of the Board of County Commissioners for Carter County.

### **III. Eligibility**

Participation in the Sick Leave Bank is available to all regular full-time employees of Carter County who accrue sick leave as a benefit of their employment. To enroll, an employee must have enough accumulated sick leave for the initial assessment. Employees with preexisting illnesses are eligible for enrollment as long as they meet all eligibility requirements at the time of their enrollment in the Bank.

### **IV. Administrative Guidelines**

- A. For purposes of this policy a working "day" of sick leave shall mean 8 hours of leave.
- B. Employees electing to participate in the Bank shall initially have the equivalent of two (2) working days or 16 hours of sick leave deducted from their personal accumulated sick leave and transferred to the Bank. Donations of sick leave days to the Bank are non-refundable and non-transferable with the following exception: in the event that dissolution of the Sick Leave Bank becomes necessary, because of lack of membership to sustain the Bank, the total days on deposit shall be returned to the participating members at the time of dissolution and credited to their personal sick leave accumulation in proportion to the number of days each has contributed individually. Days returned and credited to an individual shall be rounded to the nearest one half (1/2) day or 4 hours.
- C. By written notice to the Committee, a member may withdraw from Bank participation if desired and said resignation will become effective at the end of the next annual enrollment period. Membership withdrawal shall result in forfeiture of all days contributed to date.

- D. Employees who are granted sick leave from the Bank shall continue to accrue sick leave, vacation leave and all other benefits for which they are eligible pursuant to the employment policies of Carter County, if applicable, during the time they are on Bank sick leave. Also, they will receive credit for any holidays that may occur during the Bank sick leave period.
- E. Members of the Sick Leave Bank shall be eligible to make application to the Bank for sick leave only after having been member of the Bank for at least thirty (30) calendar days.
- F. A participant shall not receive any sick leave from the Bank until after having exhausted all personal accumulated sick leave, vacation leave, holiday leave and comp time, if applicable.
- G. Leave grants from the Bank, approved by the Committee, shall not be more than twenty (20) consecutive days or 160 hours for which the individual applicant would have otherwise lost pay. Applicants may submit requests for extensions of such leave grants before or after their prior grants expire. The maximum number of days any participant may receive in any fiscal year is sixty (60) days. The maximum number of days any participant may receive as a result of any one illness, recurring diagnosed illness, or accident is ninety (90) days or 720 hours.
- H. If a member does not use all days advanced from the Bank, the unused days will be immediately returned to the bank upon the employees return to work.
- I. All days contributed to the Bank which are not used within the same fiscal year will be carried over to the next fiscal year.
- J. No sick leave days received from the Bank shall be paid to any employee on a day for which they would normally not receive pay.
- K. An employee's written authorization to participate in the Bank shall remain effective until such time as the member withdraws from Bank participation, with said withdrawal becoming effective at the end of the next annual enrollment period.
- L. The form and manner of documenting application and participation in the Bank shall be prescribed by the Committee and forms prepared and/or approved by the Committee shall be required for all actions contemplated by this Policy.
- M. All official forms and records pertaining to the Sick Leave Bank and minutes of the Committee meeting will be maintained in the Finance Office. All records shall be subject to audit by appropriate state officials.
- N. The operation of the Carter County Employee Sick Leave Bank shall exist separately from the regular sick leave accrued to individual's personal accounts with respect to approvals and appeals. The decisions of the Committee shall not be appealable beyond the Committee.

#### **V. Procedures**

- A. The effective date of the Sick Leave Bank shall be \_\_\_\_\_ 1, 2019.
- B. The initial enrollment period will begin with notification to employees of establishment of the Bank. This enrollment period will last for at least thirty (30) calendar days until the designated start date. Subsequent annual enrollment periods will be during the month of October.
- C. All eligible employees who elect to join the Bank shall be assessed two (2) days or 16 hours as the initial enrollment assessment. All members shall be assessed the same amount of sick leave hours. The assessment of sick leave shall be deducted from each individual's personal accumulated sick leave.
- D. Subsequent assessments will be made in order to maintain a minimum balance in the Bank's reserves. This minimum balance is set at twenty (20) days OR a minimum of one (1) available sick day per enrolled employee, and is subject to modification by the Committee. The amount of subsequent assessments will depend upon the balance in the Bank's reserves and the number of members. However, at no time will any single assessment exceed a maximum of three (3) days or 24 hours. If a participating employee does not have sufficient sick leave available at the time of assessment, his or her next earned sick leave days will be donated as they are accrued to fulfill the assessment obligation.

- E. All requests to draw upon the Bank must be made on a Sick Leave Bank Request Form and submitted to the Committee within thirty (30) calendar days of the first date Bank usage is requested. A physician's statement, verifying the nature of the illness or injury, and the inability of the employee to work, must accompany the application form. The physician's statement must include the following information: Nature and cause of the disability (if known), the expected duration, prognosis as to the ability to return to work, and when first treated if this is a reoccurring disability. Failure to comply will result in the denial of any request for use of sick leave days from the bank. In extreme and unusual cases exceptions may be approved in the discretion of the Committee. An applicant may be required to undergo a separate medical review by a physician approved by the Committee at the county's expense in the discretion of the Committee.
- F. The Committee shall act affirmatively or negatively on all applications with ten (10) calendar days of receipt of the application, unless a medical review is requested by the Committee, during which time the decision may be stayed until the results are received by the Committee.
- G. 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, a family member or agent may file the request on behalf of the employee.
- H. Sick leave granted a member from the Bank need not be repaid by the individual except as all members are uniformly assessed.
- I. Grants of sick leave from the Sick Leave Bank shall not be made to any member on account of any elective surgery, or illness of any member of the participant's family, or during any period the member is receiving disability benefits from social security or a retirement plan.
- J. A member shall lose the right to obtain the benefits of the Sick Leave Bank by:
  - 1. Resignation or termination of employment
  - 2. Withdrawal of participation which is effective at the end of the next annual enrollment period after notification.
  - 3. Refusal or inability to timely honor assessments made by the Committee.
  - 4. Being on approved leave of absence in a non-pay status for reasons other than illness, injury, or disability.
  - 5. Retirement.

