

# Loudon County Commission Workshop

Loudon, Tennessee

July 17, 2023

Courthouse Annex

6:00 pm

To provide public comment, prior to the start of the meeting please write your name on the sign up sheet located on the podium for the General Public Comments or Public Hearing

## AGENDA

- 1) Comments by Members of the General Public
- 2) Loudon County Economic Development Agency – Jack Qualls
  - A. Annual Fiscal Confirmation for the Three Star Program
- 3) Commission Chairman – Henry Cullen
  - A. Loudon County Policy and Procedure Handbook Revisions
- 4) Commissioner - Chase Randolph
  - A. EDA Review Committee
- 5) Commissioner – Bill Satterfield
  - A. Donation for little league team from Greenback that will be representing the state of Tennessee in the World Series in Mississippi
- 6) Director of Accounts and Budgets – Erin Rice
  - A. Budget Recommendations

Loudon County Commission

July 17, 2023

Annual Fiscal Confirmation for the  
Three Star Program

(Letterhead of the County)

**Fiscal Strength and Efficient Government Fiscal Confirmation Letter  
2023-2024 ThreeStar Program requirements**

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

This document confirms that \_\_\_\_\_ County has taken the following actions in accordance with the requirements of the ThreeStar Program:

- The county mayor has reviewed with the county commission at an official meeting the county's debt management policy that is currently on file with the Comptroller of the Treasury Office. The purpose of this requirement is to ensure that local elected officials are aware and knowledgeable of the county's debt management policy.
- The county mayor and county commission acknowledge that an annual cash flow forecast must be prepared and submitted to the Comptroller prior to the issuance of debt. The purpose of this requirement is to ensure elected officials are aware that prior to the issuance of debt, the county must go through the process of assessing the county's cash flow. This is done to evaluate the county's finances and confirm that sufficient revenues are available to cover additional debt service associated with the proposed issuance of debt.
- The county mayor and county commission acknowledge that all county offices are required to have documented system of internal controls (TCA Section 9-18-102).
- The county has a functioning Audit Committee that meets TN Comptrollers' standards and minutes from the County meeting are attached, along with a list of committee members. The meeting was held on \_\_\_\_\_.

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**County Audit Committee**

This is an acknowledgment that the Audit Committee, meeting TN Comptroller Standards, met on \_\_\_\_\_. A list of committee members and the meeting minutes are also required.

- Minutes of this meeting and a list of members have been included as documentation of this agenda item.

**Debt Management Policy**

This is an acknowledgement that the Debt Management Policy of \_\_\_\_\_ County is on file with the Office of the Comptroller of the Treasury and was reviewed with the members of the \_\_\_\_\_ County Commission present at the meeting held on the \_\_\_ day of \_\_\_\_\_.

- Minutes of this meeting have been included as documentation of this agenda item.

**Annual Cash Flow Forecast**

This is an acknowledgement that prior to the issuance of debt an annual cash flow forecast was prepared for the appropriate fund and submitted to the Comptroller's office and was reviewed with the members of the \_\_\_\_\_ County Commission present at the meeting held on the \_\_\_ day of \_\_\_\_\_.

- Minutes of this meeting have been included as documentation of this agenda item.

**Confirmation of Documented Internal Controls Requirement**

This is an acknowledgement that \_\_\_\_\_ County Commission understands that all county offices are required to develop a documented system of internal control for all offices, funds, and departments under the authority and administration of the elected officials of \_\_\_\_\_ County in compliance with Section 9-18-102 (a), Tennessee Code Annotated.

Acknowledged this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
County Mayor/Executive Name

\_\_\_\_\_  
Signature



Loudon County Commission

July 17, 2023

Loudon County Policy and Procedure  
Handbook Revisions

## **Disabilities and Pregnancy**

### **Section 2.10**

It is the County's policy to comply with the Americans With Disabilities Act, as amended, (ADAAA), the Pregnant Workers Fairness Act ("PWFA"), and other applicable laws prohibiting discrimination against qualified employees and applicants with respect to any terms, privileges, or conditions of employment because of a disability or limitations related to pregnancy, childbirth, or related conditions. This policy applies to all personnel and employment practices. The County endorses the mandate of the ADAAA, PWFA, and other applicable laws to remove barriers which prevent qualified individuals with disabilities or limitations related to pregnancy, childbirth, or related conditions from enjoying the same employment opportunities that are available to persons without disabilities or without limitations related to pregnancy, childbirth, or related conditions.

Reasonable accommodations will be provided to qualified disabled applicants and employees with known limitations, including limitations related to pregnancy, childbirth, and related conditions and who require an accommodation in order to perform essential job functions, unless such accommodation would cause an undue hardship.

Disabled employees and applicants and those with limitations related to pregnancy, childbirth, or related conditions are invited to identify any proposed reasonable accommodation that would enable them to safely perform the essential functions of the position to their supervising County official or Department Head, or to Employee Benefits, currently Whitney Caldwell. The County will consider all job accommodation requests, and respond to such requests within a reasonable period of time. Information regarding any disability and other medical information will be kept confidential in accordance with federal and state law and retained in separate medical files.

## **PART 3. COMPENSATION POLICIES**

### **Hours of Work And Pay Day**

#### **Section 3.1**

The County establishes hours of work for each position, based on the needs of service and the needs of the public. The starting and ending times of shifts varies by department and may vary during different times of the year. The normal work week for most employees, excluding the Sheriff's Office, consists of forty (40) hours.

Currently, hourly employees are paid every two (2) weeks and salaried employees are paid twice a month. Election workers are paid at the end of each election cycle, including pay for early voting, election day, and training.

## **Computers, Telephones and Other Electronic Communication Systems and Equipment**

### **Section 6.16**

The County owns, leases, maintains, or operates various electronic communication systems and equipment, including but not limited to, computers, software, telephones, voicemail, facsimiles, telecopiers, copiers, postage meters, e-mail, the Internet, the Web or other electronic communication system, network or equipment. All such electronic communication systems and equipment and all communications, data, and information created, sent, transmitted by, received from, or stored in these electronic communication systems and equipment are and remain at all times the property of the County and as such are to be used solely for job-related reasons concerning official County business. The use of these electronic communication systems and equipment for personal or non-job-related purposes is strictly prohibited. In addition, all correspondence and activity of County employees in the form of electronic mail may be a public record under the public records law and may be subject to public inspection in accordance with state law.

The County recognizes that family and other emergencies may occasionally occur, and in such instances, the use of telephones for personal purposes is permitted, but the frequency and duration of such calls should be kept to a minimum. Employees should ask family members and friends not to call them at work unless it is an emergency. Personal long distance calls are prohibited except with the permission of the employee's supervisor, and the employee must reimburse the County for any personal long distance calls. Employees should use a personal phone during breaks and lunch for personal phone calls.

Employees are not permitted to use a code or password, access a message or file, or view or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from their supervisor. All codes and passwords are the property of the County, and an employee may not use a code or a password that has not been issued to him or her or that is unknown to the County or Department. Employees should keep their codes and passwords confidential and not disclose them to anyone.

Employees are encouraged to use authorized electronic communication systems and equipment to assist them in performing their jobs. However, such use is a privilege and not a right and it must be done properly and ethically in accordance with all applicable licenses, copyrights, patents, rules, laws and regulations. Employees are responsible for the content of all text, messages, information and communications that they send or receive. Employees should not disclose messages, information or other communications to other employees or individuals who are not authorized to receive them. The improper or unethical use or misuse of any electronic communication systems and equipment will not be tolerated. Employees who violate this policy and use County electronic communication systems for personal purposes do so at their own risk.



In addition to the foregoing, employees are prohibited from: (1) creating, accessing, sending or receiving messages, jokes, pictures, images or other data or material or communication that may be considered pornographic, obscene, sexist, racist, harassing, malicious, threatening, offensive, disruptive, defamatory, inflammatory, indecent, disparaging, illegal or that would violate the County's Sexual and Other Discriminatory Harassment Policy (See Section 6.9); (2) browsing in restricted content Web or other computer sites; (3) downloading any data or material which is not directly related to the employee's job without prior supervisory approval; (4) downloading software or application programs without prior supervisory approval (because of the potential for embedded viruses, interference with the County's software/application programs, and/or untested software/applications); (5) participating in Web-based or other surveys without prior supervisory approval; (6) using subscription-based services without prior supervisory approval; (7) copying or disseminating copyrighted matters; and (8) receiving, duplicating, retrieving, removing, copying, or altering any file, message, password, code, program, and the like without proper authorization. County employees are not permitted to use County networks, systems and equipment to create, post to or broadcast to any blogs, podcasts, webcasts or any similar methods of transmission, regardless of whether the content is work-related or not.

**Employees have no expectation of privacy in connection with the use of these electronic communication systems and equipment or with the creation, transmission, receipt or storage of information therein.** At its discretion and without notice, the County may monitor (i.e. read, listen, view, retrieve, delete) the use of these electronic communication systems and equipment and the information therein to ensure that such use is consistent with this policy, consistent with the County's legitimate business and government interests, and for other legitimate purposes. Employees should be aware that, even when a message, file, document or other communication is erased or when a Web site or program is closed, it is still possible to access or to recreate the message, file, document or other communication or to locate the closed Web site or program.

Employees suspecting or learning of any improper use of electronic communication systems and equipment or any violation of this policy should report it immediately to their supervisor. Employees who violate this policy are subject to disciplinary action up to and including termination.



## **Travel/Expense Reimbursement**

### **Section 6.18**

Loudon County will reimburse employees for reasonable and authorized expenses incurred while traveling on official County business. Except where explained below, all expenses should be approved in advance to the extent possible.

Claims for lodging costs should be submitted in advance to the Finance Department along with a completed copy of the conference registration form. The cost of lodging will be made payable directly to the facility. Employees should use lodging facilities that offer a government rate. The County encourages employees to improve their technical and professional skills and knowledge by attending job-related conferences, workshops, seminars and training sessions. With prior approval from the employee's supervisor, the County will pay for the cost of these programs by paying the fee directly to the sponsoring company.

Claims for travel/expense reimbursement should be submitted within thirty (30) days of incurring the expense on forms provided by the Finance Department. Claim forms must be signed by the employee and the employee's supervisor. Receipts for all claimed expenses should be attached to the claim form. Employees using their personal vehicles for authorized travel will be reimbursed on a per mile basis at the existing mileage rate.

Travel expenses excluding mileage and lodging ("per diem"; i.e., meals and incidentals) will be reimbursed at the maximum rate approved by the State of Tennessee for all locations outside the metropolitan areas at the time of travel. If a meal is provided through the conference, employees are not eligible for an expense reimbursement for that meal. Employees are not required to submit receipts for meal expense reimbursement amounts up to the maximum per diem amount. Employees will receive the appropriate per diem reimbursement upon return from the business-related travel.

Advance per diem will only be issued under extraordinary circumstances, such as if an official or department head can justify extraordinary circumstances that warrant an advance. The justification must be in writing to the Accounting Department. When advance per diem is issued, the employee is required to submit all receipts to the Accounting Department. Upon reconciliation, the employee will reimburse the County if less than the advanced amount was actually spent.

Requests for reimbursement must be approved by the appropriate elected official or department head and submitted to the Accounting Department. Each employee should present only one reimbursement form per trip, and the employee must use a reimbursement form supplied by the Accounting Department. The employee must attach a copy of the conference registration materials or agenda.