

**RESOLUTION**

No. 20091 03 101

To the HONORABLE CROCKETT LEE, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 23rd day of March, 2009.

**RESOLUTION IN REF:            APPROVAL OF A DRUG-FREE WORKPLACE SUBSTANCE ABUSE POLICY FOR HAWKINS COUNTY GOVERNMENT.**

WHEREAS, it has been recommended by the Local Government Insurance Pool that Hawkins County Government adopt a Drug-Free Workplace Substance Abuse Policy; and

WHEREAS, adopting such policy will qualify Hawkins County for some savings on annual workers compensation insurance premiums; and

WHEREAS, the Budget Committee of Hawkins County has spent considerable time over the last few months working to recommend such a policy to the Hawkins County Commission; and

WHEREAS, the Budget Committee is now prepared to recommend this policy to the full County Commission for its consideration, a copy of the proposed policy being attached hereto;

THEREFORE, BE IT RESOLVED THAT by the Board of County Commissioners of Hawkins County, Tennessee, that the attached "Drug-Free Workplace Substance Abuse Policy" for Hawkins County Government be, and is hereby, adopted effective July 1, 2009.

Introduced By Esq.    Claude Parrott, Chrmn Budget Comm

Seconded By Esq. \_\_\_\_\_

Date Submitted    3/9/09

A. Carroll Jenkins  
County Clerk

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

Chairman Crockett Lee

ACTION:    AYE    NAY    PASSED

Roll Call    \_\_\_\_\_

Voice Vote    \_\_\_\_\_

Absent    \_\_\_\_\_

COMMITTEE ACTION

# **HAWKINS COUNTY GOVERNMENT**

## **DRUG FREE WORKPLACE SUBSTANCE ABUSE POLICY**

It has been estimated that American companies spend over One Hundred Billion Dollars each year on the consequences of substance abuse in the workplace. Costs incurred may include absenteeism, accidents, equipment damage, and increased medical costs and insurance premiums.

Research indicates that health insurance costs for employees with alcohol problems are approximately twice those of other employees. It has also been estimated that employees who abuse alcohol or drugs have two times as many accidents, three times as many vehicular accidents, and use three times as much sick leave as those who do not.

Each person reacts differently to drugs and alcohol, but one thing is clear --- these substances affect our judgment and our ability to perform. Their abuse places employees of Hawkins County Government, coworkers and the community at risk.

To maintain a drug free work force and to eliminate the safety risks, lost time, and reduced productivity that results from the use and the influence of alcohol and/or drugs in the workplace, Hawkins County Government has adopted a substance abuse policy in accordance with the Tennessee Worker's Compensation Reform Act of 1996. The intention of this policy is to make Hawkins County Government a safer and better place to work.

### **POLICY STATEMENT**

Hawkins County Government is committed to providing a safe work environment and to fostering the well being and health of its employees. This commitment is jeopardized when any Hawkins County Government employee illegally uses drugs on or off the job, comes to work under the influence, possesses, distributes, or sells drugs in the workplace, or abuses alcohol on the job. Therefore, Hawkins County Government has established the following policy pursuant to Tennessee Code Annotated Section 50-9-100 et. Seq.:

1. It is a violation of Hawkins County Government policy for any employee to use, possess, sell, trade, offer for sale or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
2. It is a violation of Hawkins County government policy for an employee to report to work under the influence of or while possessing illegal drugs in his or her body, blood or urine in any detectable amount.

3. It is a violation of Hawkins County Government policy for any employee to report to work under the influence or impaired by alcohol or to engage in the use of alcohol during work hours.
4. It is a violation of Hawkins County Government policy for any employee to use prescription drugs illegally, i.e. to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than prescribed. Note that this policy in no way precludes the appropriate use of legally prescribed medications.
5. Violations of this policy are subject to disciplinary action up to and including termination.
6. As a condition of employment, employees must abide by the terms of this policy and must notify Hawkins County Government in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

## SCOPE

### EMPLOYEES SUBJECT TO TESTING:

All employees of Hawkins County Government will be subject to testing for the use of alcohol and illegal drugs.

### ALCOHOL:

Alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including but not limited to methyl and isopropyl alcohol.

No employee shall report to work or remain at work while having an alcohol concentration of 0.04 or greater. Possession of alcoholic beverages at the worksite is prohibited.

No employee shall be on duty or operate a commercial motor vehicle while possessing alcohol, unless the alcohol is manifested and transported as part of a shipment. Employees shall not operate a vehicle in the performance of work duties while having an alcohol concentration of 0.04 or greater.

No employee required to take a post accident test shall consume alcohol for four (4) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first. An employee is required to take a post-accident alcohol test immediately provided there is not some reason beyond the employee's control that such testing cannot timely occur. In no case shall more than four (4) hours elapse before the test is administered.

### CONTROLLED SUBSTANCES:

The Tennessee Worker's Compensation Reform Act of 1996 allows for controlled substance testing pursuant to drug testing regulations adopted by the United States Department of Transportation, which includes testing for amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, opiates, and phencyclidine.

No employee shall report to work or remain at work while using or under the influence of any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her work functions.

No employee shall report to work or remain at work if the employee tests positive for controlled substances.

### PRESCRIBED MEDICATIONS OR NON-PRESCRIBED OVER-THE-COUNTER MEDICATIONS:

All employees taking prescribed medications or non-prescribed over-the-counter medications that could impair their ability to safely perform their work functions must report this to their immediate supervisor prior to engaging in work related activities and as otherwise indicated in this policy.

## DEFINITIONS

**"ALCOHOL"** as used in these rules shall have the same meaning as in the federal regulations describing procedures for the testing of alcohol by programs operating pursuant to the authority of the United States Department of Transportation as currently complied at 49 Code of Federal Regulations (C.F.R.) Part 40. This definition shall be changed to conform to any future revision of the Department of Transportation's regulations.

**"ALCOHOL TEST"** means an analysis of blood, or any other analysis, which determines the presence or level of alcohol as authorized by the relevant regulations of this policy.

**"CERTIFIED LABORATORY"** means any facility equipped to perform the procedures prescribed in this chapter, in accordance with the standards of the United States Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA), or the College of American Pathologists-Forensic Urine Drug Testing (CAP-FUDT).

**"CHAIN OF CUSTODY"** refers to the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing accountability at each stage in handling, testing, and storing specimens and reporting test results.

**“CONFIRMATION TEST”, “CONFIRMED TEST”, OR “CONFIRMED DRUG TEST”** means a second analytical procedure used to identify the presence of a specific drug, or alcohol, or metabolite in a specimen, which test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.

**“COVERED EMPLOYEE”** means a person or entity that employs a person is covered by the Worker’s Compensation Law, maintains a drug-free workplace pursuant to these rules, and also includes on the posting required by T.C.A. Section 50-9-105 a specific statement that the policy is being implemented pursuant to the provisions of these rules. These rules shall have no effect on employers who do not meet this definition.

**“DRUG”** means any drug subject to testing pursuant to drug testing regulations adopted by the United States Department of Transportation. A covered employer may test an individual for any or all of such drugs.

**“DRUG REHABILITATION PROGRAM”** means a service provider that provides confidential, timely, and expert identification, assessment and resolution of employee drug or alcohol abuse.

**“DRUG TEST” OR “TEST”** means any chemical, biological, or physical instrumental analysis administered by a certified laboratory for the purpose of determining the presence or absence of a drug or its metabolites or alcohol pursuant to regulations governing drug or alcohol testing adopted by the United States Department of Transportation or such other recognized authority approved by rule by the commissioner of labor.

**“EMPLOYEE”** means any person who works for a salary, wages, or other remuneration for a covered employer.

**“EMPLOYEE ASSISTANCE PROGRAM”** means an established program capable of providing expert assessment of employee personal concerns; confidential and timely identification services with regard to employee drug or alcohol abuse; referrals of employees for appropriate diagnosis, treatment and assistance; and follow-up services for employees who participate in the program or require monitoring after returning to work. If, in addition to the above activities, an employee assistance program provides diagnostic and treatment services, these services shall in all cases be provided by the program.

**“EMPLOYER”** means a person or entity that employs a person and is covered by the Worker’s Compensation Law.

**“INJURY”** means a harm or damage to any employee occurring in the workplace or in the scope of employment which must be recorded in accordance with Occupational Safety and Health Administration (OSHA) reporting guidelines in covered employer’s OSHA 200 Log.

**“INITIAL DRUG TEST”** means a procedure that qualifies as a “screening test” or “initial test” pursuant to regulations governing drug or alcohol testing adopted by the United States Department of Transportation or such other recognized authority approved by rule by the Commissioner of Labor.

**“JOB APPLICANT”** means a person who has applied for a position with a covered employer and has been offered employment conditioned upon successfully passing a drug or alcohol test, and may have begun work pending the results of the drug or alcohol test.

**“MEDICAL REVIEW OFFICER” OR “MRO”** means a licensed physician, employed with or contracted with a covered employer, who has knowledge of substance abuse disorders, laboratory testing procedures and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee’s positive test result in relation to the employee’s medical history or any other relevant biomedical information.

**“REASONABLE SUSPICION DRUG TESTING”** means drug testing based on a belief that an employee is using or has used drugs or alcohol in violation of the covered employer’s policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:

- a) Observable phenomena while at work, such as direct observation of drug or alcohol use or of the physical symptoms or manifestations of being under the influence of a drug or alcohol;
- b) Abnormal conduct or erratic behavior while at work or a significant deterioration in workplace performance;
- c) A report of drug or alcohol abuse, provided by a reliable and credible source;
- d) Evidence that an individual has tampered with a drug or alcohol test during his employment with his/her current covered employer;
- e) Information that an employee has caused, contributed to, or been involved in an accident at work; or
- f) Evidence that an employee has used, possessed, sold, or transferred drugs or alcohol while working or while covered employer’s premises or while operating the covered employer’s vehicles, machinery, or equipment.

**“SAFETY SENSITIVE POSITIONS”** means a position involving a safety sensitive function pursuant to regulations governing drug testing adopted by the United States Department of Transportation. For drug free workplaces, the commissioner is authorized, with the approval of the advisory Council on Worker’s Compensation, to promulgate rules expanding the scope of safety-sensitive positions to cases where impairment may present a clear and present risk to co-workers or other persons. “Safety Sensitive Position” means, with respect to a public employer, a position in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires the employee to carry a firearm, perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations or work with controlled substances, or a position in which momentary lapse in attention could result in injury or death to another person.

**“SPECIMEN”** means tissue, fluid, or a product of the human body capable of revealing the presence of alcohol, drugs or their metabolites.

**“SPLIT SPECIMEN”** means the procedure by which each urine specimen is divided in two and put into a primary specimen container and secondary or “split” specimen container. Only the primary specimen is opened and used for the initial screening and confirmation test. The split specimen container remains sealed and is stored at the testing laboratory.

**“THRESHOLD DETECTION LEVEL”** means the level at which the presence of a drug or alcohol can be reasonably expected to be detected by an initial and a confirmatory test performed by a certified laboratory. The threshold detection level indicates the level at which a valid conclusion can be drawn that the drug or alcohol is present in the employee or job applicant’s sample.

## **QUALIFICATIONS FOR EMPLOYMENT AND PROHIBITED CONDUCT**

### **PROHIBITED CONDUCT**

#### **ALCOHOL:**

1. Use and/or possession are prohibited during working hours.
2. Reporting for work or remaining at work with an alcohol concentration of 0.04 or greater is prohibited.
3. Operating a vehicle in the performance of work duties with an alcohol concentration of 0.04 or greater is prohibited.
4. Possession of alcohol in an open container on County property or in a County vehicle or during regular work hours is prohibited.
5. Use during the eight hours following an accident or until the employee undergoes a post-accident test is prohibited.
6. Refusal to take a required alcohol test is interpreted as a positive alcohol test result.
7. Driving a County vehicle while under the influence of drugs or alcohol is strictly prohibited.

#### **CONTROLLED SUBSTANCE:**

1. Use of any illegal drug is prohibited during working hours, except by a doctor’s prescription written for that individual, and then, only if the doctor has advised the employee that the drug will not adversely affect the employee’s ability to safely perform his or her job functions.
2. Possession of any illegal drug is prohibited any time an employee is on the job unless it is in the performance of his/her work duties.
3. Employee is required to advise his/her supervisor of the use of any prescription medication, over-the-counter medication, or other substance which displays a warning advising the user of a danger of drowsiness or any possible impairment of mental ability or physical dexterity.
4. Refusal to take a required test is interpreted as a positive controlled substance test result.

**CONSEQUENCES AND DISQUALIFICATIONS:**

1. The employee shall not perform or be permitted to perform a work function if any of the above listed conditions is violated.
2. Any employee reporting to work visibly impaired will be deemed unable to perform required duties and will not be allowed to work. If possible the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether the substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will then be sent home or to a drug and alcohol testing facility by taxi or other safe transportation – depending on the determination of the observed impairment – and accompanied by the supervisor or another employee if necessary.

**OPPORTUNITY TO CONSENT OR EXPLAIN TEST RESULTS:**

Employees and job applicants who have a positive confirmed drug or alcohol test result may explain or contest the result to the medical review officer within five (5) working days after receiving written notification of the test result from the medical review officer. If an employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the County. A person may contest the drug test result pursuant to rules adopted by the Tennessee Department of Labor.

**CONFIDENTIALITY:**

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained except as otherwise prohibited by law.

**TESTING CIRCUMSTANCES**

**PRE-EMPLOYMENT TESTING:**

All job applicants at Hawkins County Government undergo testing for substance abuse as a condition of employment prior to beginning official work duties. A confirmed positive result will result in the revocation of the conditional employment.

Such applicants will be required to submit voluntarily to a urinalysis test at a collection site and conducted by a laboratory chosen by the Hawkins County Government and by signing consent agreement will release Hawkins County Government from liability.

If the physician, collection site personnel, or lab has a reasonable suspicion to believe that the job applicant has tampered with the specimen, the applicant will not be considered for employment.



Hawkins County Government will not discriminate against applicants for employment because of a past history of drug or alcohol abuse. It is the current illegal use of drugs and/or alcohol which is of concern. Note that the applicant may be excluded from eligibility for employment through other policies prohibiting the employment of a person with a criminal record which may have resulted from alcohol and/or drug abuse. A past history of drug or alcohol abuse in itself is not an adequate reason for exclusion from employment eligibility.

#### POST-ACCIDENT TESTING:

Any employee involved in a work-related accident which causes an injury to himself/herself or another person sufficient to require treatment for the injury or which disables a vehicle or equipment while carrying out official duties will be required to submit to an alcohol and controlled substance test. Testing will be administered immediately following the accident or as soon as medically and legally possible. In no case shall more than four (4) hours elapse before the test is administered. It is the employee's responsibility to notify Hawkins County Government immediately to ensure actions are taken to meet the testing requirements.

The employee must refrain from consuming alcohol for eight hours following the accident or until he/she submits to an alcohol test, whichever comes first.

The drug test must be administered within four (4) hours following the accident. The employee must remain available for testing or Hawkins County Government will consider the employee to have refused to submit to testing. If an injured employee refuses to submit to a test for alcohol and/or illegal drugs, the employee forfeits eligibility for worker's compensation benefits.

In case of non-emergency injuries reported after the fact, the injured employee must submit to testing at the time the injury is entered into the OSHA 200 log or any authorized replacement for the OSHA 200 log.

***NOTE: Nothing in this requirement should be construed to require the delay of necessary medical attention for injured persons following an accident.***

#### RANDOM TESTING:

Employees of Hawkins County Government, who are under the CDL guidelines or in a safety sensitive position, will be subject to random testing for controlled substances and alcohol. Random testing will be conducted on a percentage basis in a fair and equitable manner.

Safety sensitive positions are defined as following but not limited to:

- EMT's
- Paramedics
- Volunteer Firefighters/Rescue Personnel
- Dispatchers
- Law Enforcement/Corrections Officers
- Maintenance
- Any person who drives a county vehicle

Drug and alcohol testing may be conducted at any time the employee is at work for Hawkins County Government.

The selection of employees for random drug testing will be based on a computer generated random number that is administered by an outside source contracted by the Hawkins County Government.

Each time a random selection is made, every employee will have an equal chance of being selected. Random tests will be unannounced and spread reasonably throughout the year. When notified that they have been selected for random testing, employees will proceed immediately to the collection site, which may be on the work site.

#### REASONABLE SUSPICION TESTING:

When there is a reasonable suspicion to believe that an employee is illegally using drugs or abusing alcohol reasonable suspicion testing may be required. Reasonable suspicion is based on a belief that an employee is using or has used drugs or alcohol in violation of Hawkins County Government's policy drawn from specific objective and explainable facts and reasonable inferences drawn from those facts in light of experience and/or training.

It shall be a condition of employment for all employees to submit to reasonable suspicion substance abuse testing including but not limited to the following circumstances:

1. Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse.
2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
3. A report of substance abuse provided by a reliable and credible source.
4. Evidence that an individual has tampered with any substance test during his or her employment with the Hawkins County Government.
5. Information that an employee has used, possessed, sold, solicited, or transferred drugs while on Hawkins County Government's property or while operating Hawkins County Government's vehicle, machinery, or equipment.
6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while on Hawkins County Government's property or while operating Hawkins County Government's vehicle, machinery, or equipment.

#### RETURN TO DUTY TESTING:

Any employee who is allowed to return to duty, based on Hawkins County Government's approval, following referral, evaluation, and treatment as a result of positive alcohol or drug test will be required to submit to a return-to-duty alcohol and/or controlled substance test. An alcohol

concentration of less than 0.04 and a negative drug test will be required before a return-to-duty decision is made.

**FOLLOW-UP TESTING:**

In the event the employee is allowed to return to duty following referral, evaluation and treatment, a minimum of four (4) unannounced alcohol and/or drugs tests will be required during the next 24 months of employment all at the employee's expense.

Alcohol and controlled substance testing may be performed at any time the employee is at work for the Hawkins County Government.

**ALCOHOL TESTING METHODOLOGY**

Alcohol testing will only be performed by the drawing of blood by trained medical personnel and tested by a laboratory certified by the Department of Health and Human Services. All alcohol testing will be conducted in a location that affords visual and aural privacy to the individual being tested. Unauthorized persons will not be permitted access to the testing location when a test is in progress.

**ALCOHOL TESTING PROCEDURES**

When the result is less than 0.04 no further testing is authorized and the result will be transmitted to Hawkins County Government in a confidential manner and will be stored to ensure confidentiality is maintained.

When the results are 0.04 or greater a confirmation test must be performed to verify the initial test. The confirmation test will be conducted no less than 15 minutes and no more than 20 minutes after the initial test. In the event the initial and confirmation test results are different, the confirmation test is deemed to be the final result upon which any action under the terms of this policy shall be based.

Following the completion of the test, a form will be signed to certify the results. The employee will sign the certification and fill in the date on the form. This ensures that each employee is attesting to the fact that the reported result is specific to the employee.

Refusal to submit to testing will be treated the same as if the result is 0.04 or greater. Hawkins County Government will maintain alcohol and drug tests in a secure and confidential manner so that disclosure of information to unauthorized persons does not occur. Employee information shall only be released as required by law or as expressly authorized.

An employee shall have access to any of his/her alcohol and drug testing records upon written request. When requested, Hawkins County Government shall disclose post-accident testing information to the National Transportation Safety Board as part of an accident investigation.

Hawkins County Government will make records available to a subsequent or prospective employer upon receipt of a written request from the tested employee. Hawkins County Government may disclose information to the employee or the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual or in defense of Hawkins County Government.

## **SPECIMEN COLLECTION PROCEDURES**

Specific guidelines provided by the U. S. Department of Transportation will be followed in urine specimen collections for the purpose of drug testing. In accordance with the Department of Health and Human Services (DHHS) guidelines, a clear and well-documented procedure for the collection, shipment, and accession of the urine specimens from Hawkins County Government to the laboratory has been established. Procedures will account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen.

Collection facilities chosen by the Hawkins County Government must meet security requirements as specified by DHHS guidelines. The collection site will be a secure location to allow for privacy, which includes a toilet for completion of urination and a source of water for washing hands excluded from the area provided for urination.

When reporting to a collection site for specimen collection, each employee will be required to provide a photo I.D. Employees will be asked to remove all unnecessary outer garments (i.e., coat or jacket) and secure all personal belongings (individual may retain his/her wallet).

Employee will be required to wash his/her hands prior to providing specimen.

Employee will be allowed to provide his/her specimen in the privacy of a stall or individual restroom.

Specimen cup is equipped with a temperature strip which must read between 90° and 100° F. Specimen out of temperature is unacceptable. Employee's temperature may be taken to ensure that body temperature is within normal range. If body temperature is consistent with sample, results will be noted and reported to lab and Medical Review Officer. If body temperature is not within range a second sample will be collected and both temperatures reported to lab and Medical Review Officer.

In all cases the employee and the collection site personnel shall keep the specimen in view at all times prior to being sealed and labeled. The specimen will be labeled with tamper proof seals and the employee will sign appropriate places on the Chain of Custody form and initial the seal on the bottle attesting to the fact that the specimen is specific to the person providing the sample. A failure of

the employee to cooperate will be considered a refusal to test which is considered a verified positive test result. The terms of this policy will then be administered.

## **TESTING METHODOLOGY**

Only laboratories certified by the Department of Health and Human Services (DHHS) will be used for drug urinalysis.

Every specimen is required to undergo initial screen followed by confirmation of all positive screen results. This screen confirmation process utilizes highly sophisticated techniques to detect minute levels of prohibited substances in urine.

### **REPORTING OF RESULTS:**

The laboratory is required to report the test results to the Medical Review Officer within five (5) working days. The report shall indicate the drug/metabolites tested for, whether the results are positive or negative, the specimen number assigned by the collection site, and the drug testing laboratory identification number. As with alcohol testing, every reasonable precaution will be taken to maintain the confidentiality of the test results.

The Medical Review Officer (MRO) is a licensed physician and possesses knowledge of drug abuse disorders. The MRO may be an employee of Hawkins County Government or one contracted to provide the services required. The MRO will review and interpret results obtained from the laboratory. The MRO through a verification process will assess and determine whether alternate medical explanations could account for the positive test results.

The MRO may conduct medical interviews of the employee, review the employee's medical history, and review any other relevant bio-medical factors. Additionally, the MRO will examine all medical records and data made available by the tested individual, such as evidence of prescribed medications.

The MRO will give an individual testing positive an opportunity to discuss the test results prior to making a final decision. After the final decision is made, the MRO will notify the Employee Benefits Coordinator or the Finance Director in the absence of the Employee Benefits Coordinator as prescribed below.

If during the course of an interview with the individual who has tested positive, the MRO learns of a medical condition, which could, in the MRO's reasonable medical judgment, pose a risk to safety, the MRO may report that information to Hawkins County Government. An employee or applicant should report his/her use of prescription drugs to the MRO prior to taking a drug or alcohol test, or, in any event, no later than the time of the MRO's post-test review of the results with the individual. The individual's disclosure to the MRO of the use of prescription or non-prescription drugs will be kept confidential.

The MRO will notify each employee or applicant who has a confirmed positive test that the individual has 72 hours in which to request a split specimen. If the individual makes such a request, the MRO will direct, in writing, the laboratory to provide a specimen to another certified laboratory for analysis. If the analysis of the specimen fails to reconfirm the presence of the drug(s) or metabolite(s) found in the primary specimen, or if the specimen is unavailable or inadequate for testing, the MRO will cancel the test, report the cancellation and the reasons for it to the employee and Hawkins County Government. A request for re-testing of the sample and associated costs are the responsibility of the individual. Hawkins County Government will comply with any additional rules promulgated by the Tennessee Department of Labor regarding the contesting of the drug test results.

If the MRO, after making and documenting all reasonable efforts, is unable to contact the testing person, the MRO will contact a designated management official of Hawkins County Government. He/She will arrange for the tested person to contact the MRO. If the person does not do so, the MRO will verify the test as positive and report it to the appropriate person.

An employee or applicant may have certain appeal rights to the courts under Worker's Compensation Reform Act of 1996. It is the employee's or applicant's responsibility to notify the testing laboratory of any administrative or civil action brought pursuant to the Act.

## **DISCIPLINE AND CONSEQUENCES**

### **PRE-EMPLOYMENT:**

An applicant for employment with a verified positive controlled substance test will be denied employment. If the individual has been allowed to begin performing duties, the person will be compensated for the time worked and terminated.

### **REASONABLE CAUSE:**

Any employee of Hawkins County Government subject to the terms of this policy, as a result of reasonable cause testing, with a verified positive controlled substance test result and/or a blood alcohol confirmed test result of 0.04 or greater (vehicular or workplace accident) will be subject to disciplinary action up to and including termination. Whether or not he/she is terminated, the employee will be referred to a list of qualified substance abuse professionals.

### **POST-ACCIDENT:**

Any employee of Hawkins County Government subject to the terms of this policy as a result of a post-accident test with a verified positive controlled substance test result and/or a confirmed blood alcohol test result of 0.04 or greater (vehicular or workplace accident) will be subject to disciplinary action up to and including termination. Whether or not he/she is terminated, the employee will be referred to a list of qualified substance abuse professionals.

RANDOM:

Any employee of Hawkins County Government subject to the terms of this policy as a result of a random test with a verified positive controlled substance test result and/or a blood alcohol test with a confirmed test result of 0.04 or greater will be subject to disciplinary action up to and including termination. Whether or not he/she is terminated, the employee will be referred to a list of qualified substance abuse professionals.

RETURN-TO-DUTY:

Any employee of Hawkins County Government with a verified positive controlled substance test result and/or a confirmed blood alcohol test of 0.04 or greater as the results of a return-to-duty test will be terminated and referred to a list of substance abuse professionals for evaluation, referral, and treatment. The employee is responsible for any expense incurred under such treatment or rehabilitation.

FOLLOW-UP:

Any employee returning to duty after a positive test and a negative return-to-duty test must be tested four (4) times within a 24-month work period. Any employee with a verified positive controlled substance test or blood alcohol test of 0.04 or greater during this period will be subject to disciplinary action up to and including termination.

## **OTHER CONSIDERATIONS**

In all cases a refusal to submit to a test will be treated as a “positive” test result for purposes of discipline and decision making.

Supervisory and employee training as required under the guidelines of the Tennessee Drug-Free Workplace initiative will be provided.

Should an employee voluntarily approach Hawkins County Government administrative personnel for assistance through rehabilitation for drug abuse or alcohol prior to a testing request by Hawkins County Government, all possible and positive consideration for a medical leave of absence for treatment and/or counseling will be pursued. The employee will not be discharged or otherwise discriminated against because he/she voluntarily sought treatment, if he/she has not previously tested “positive” for alcohol or illegal drug use or entered an alcohol or drug rehabilitation program. If an employee’s employment is terminated, however, Hawkins County Government will not be obligated to provide assistance beyond the last day of employment.

Hawkins County Government offers resource information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file at the end of this policy statement. In addition we will distribute this information to employees for their confidential use.

**Substance abuse testing for job applicants and employees will include a urinalysis screen and/or blood alcohol test (not required for job applicant testing) for the following drugs:**

Alcohol (Not required for job applicant testing): Any “alcoholic beverage”, all liquid medications containing ethyl alcohol (ethanol) or other low molecular weight alcohol including but not limited to methyl and isopropyl alcohol. Please read label for content. For example: Vicks Nyquil is 25% ethyl alcohol, Comtrex is 20%, Contac Severe Cold Formula Night Strength is 25%, and Listerine is 26.9%.

Amphetamines: “Speed”, “uppers”, etc.

Barbiturates: Secobarbital, amobarbital, butabarbital, butalbital

Cannabinoids: THC, marijuana, hashish, “pot”, “grass”, “hash”, etc.

Cocaine: “Coke”, “crack”, etc.

Phencyclidine: PCP, “angel dust”

Opiates: Narcotics, Heroin, Codeine, Morphine, “smack”, “dope”, etc.



## **HAWKINS COUNTY GOVERNMENT**

I do hereby certify that I have received and read the Hawkins County Government substance abuse and testing policy and have had the drug-free workplace program explained to me. I understand that if my performance indicates it is necessary or that if I am selected at random, I will submit to a drug and/or alcohol test. I also understand that failure to comply with a drug and/or alcohol testing request or a positive result for the illegal use of drugs and/or alcohol abuse as defined in the policy may lead to discipline up to and including termination and/or loss of worker's compensation benefits pursuant to T.C.A. Section 50-9-100 et. Seq.

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Name of Employee (Please Print)

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Employee's Signature

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Date

CONFIDENTIAL ALCOHOL AND DRUG TREATMENT CENTERS

| AGENCY  | TELEPHONE                  | AGENCY  | TELEPHONE                                  |
|---|----------------------------|---|--|
| Accredited Alcohol & Drug Treatment Center - First Step to Recovery                                 | Toll Free: 800-509-1363    | Alcohol Abuse Drug Rehab<br>Greeneville, TN                                     | 423-921-3984                               |
| Alcohol Treatment Center  | Toll Free:<br>800-260-4014 | Alcoholics Anonymous<br>Kingsport TN  | 423-245-1440                               |
| Community House Cooperative<br>115 Mulberry Street<br>Newport, TN                                   | 423-623-9272               | Comprehensive Community Services<br>6145 Temple Star Road<br>Kingsport, TN      | 423-349-4070                               |
| Cornerstone of Recovery   | Toll Free:<br>800-684-6614 |   |  |
| Counseling & Therapy for Alcohol & Drug Treatment<br>433 West Broadway<br>Newport, TN               | 423-613-8822               | Drug Abuse Treatment Center   | Toll Free:<br>800-259-7115                 |
| First Step to Recovery  | Toll Free:<br>800-510-9435 | Frontier Health - Frontier Industries<br>2017 Stonebrook Place<br>Kingsport, TN | 423-224-1417                               |
| Frontier Health - Magnolia Ridge Alcohol & Drug Treatment<br>900 Buffalo Street<br>Johnson City, TN | 423-232-4130               | Hope for Tennessee<br>1570 Waverly Road<br>Kingsport, TN                        | 423-224-1302                               |
| Indian Path Pavilion / Respond<br>2300 Pavilion Drive<br>Kingsport, TN                              | Toll Free:<br>800-366-1132 | New Hope Recovery Center<br>233 W. Main Street<br>Morristown, TN                | 423-581-2411                               |
| Nolachuckey Holston Area Mental Health Center<br>401 Holston Drive<br>Greeneville, TN               | 423-639-1104               | Recovery Connection   | Toll Free:<br>800-511-9225<br>800-494-1981 |

**RESOLUTION**

No. 2009 / 03 / 02

To the HONORABLE CROCKETT LEE, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 23th day of March, 2009.

**RESOLUTION IN REF:** APPROVAL OF COUNTY ROAD NAME LIST FOR HAWKINS COUNTY, TENNESSEE FOR THE YEAR 2008<sup>9</sup>

WHEREAS, Tennessee Code Annotated requires that the county road superintendent prepare a list of county roads beginning of each year. This list is to be approved by the Legislative Body; and

WHEREAS, the attached list classifies roads by name, location, type, width, length and right of way with a list of newly accepted roads and changes listed in front.

THEREFORE BE IT RESOLVED THAT the Legislative Body approve the road list as the official list of roads in Hawkins County.

Introduced By Esq. Charlie Thacker, Chrmn Rd Comm

Seconded By Esq. \_\_\_\_\_

Date Submitted 3/9/09

County Clerk A. Canoll Jenkins

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

Chairman Crockett Lee

**ACTION:** AYE NAY PASSED

Roll Call \_\_\_\_\_

Voice Vote \_\_\_\_\_

Absent \_\_\_\_\_

**COMMITTEE ACTION**

\_\_\_\_\_  
\_\_\_\_\_

**RESOLUTION**

No. 2009 / 03 / 03

To the HONORABLE CROCKETT LEE, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 23rd day of March, 2008.

**RESOLUTION IN REF: SUPPORT OF ASKING GOVERNOR BREDESON AND THE TENNESSEE STATE DEPARTMENT OF TRANSPORTATION TO CONSIDER USING STIMULUS FUNDS FOR THE REPAIR OR REPLACEMENT OF LONGS BEND BRIDGE**

WHEREAS, the Longs Bend Bridge in Surgoinsville over Holston River is one of the oldest and most traveled bridges in Hawkins County; and

WHEREAS, the bridge is in dire need of repair as the concrete is badly deteriorated and the wing walls at both ends are at risk of collapsing; and

WHEREAS, the Hawkins County Board of Commissioners is in support of Hawkins County Road Superintendent, Lowell Bean, in his efforts to solicit repairs or replacement OF Longs Bend Bridge through the Tennessee Department of Transportation from funds the state is receiving in the Stimulus Package.

THEREFORE, BE IT RESOLVED THAT the Hawkins County Board of Commissioners, Chairman /County Mayor Lee and Road Superintendent Bean hereby ask Governor Bredeson, and Transportation Commissioner Nicely via this resolution to consider using Stimulus Money for the repair or replacement of Longs Bend Bridge over the Holston River in the Surgoinsville area of Hawkins County.

FURTHER that the County Clerk send a copy of this resolution signed by all supporting commissioners and elected officials to Governor Bredeson, Transportation Commissioner Nicely, Senator Faulk, Representative Harrison and Ford.

See attached sheet for signatures of above referenced Hawkins County officials.

Introduced By Esq. Virgil Mallett  
Seconded By Esq. \_\_\_\_\_  
Date Submitted 3/9/09  
A. Canell Jenkins  
County Clerk  
By: \_\_\_\_\_  
Chairman Crockett Lee

ACTION:    AYE    NAY    PASSED  
Roll Call    \_\_\_\_\_  
Voice Vote    \_\_\_\_\_  
Absent        \_\_\_\_\_  
COMMITTEE ACTION

\_\_\_\_\_  
\_\_\_\_\_

Hawkins County Officials in favor of Stimulus Funds Repairing or Replacing Longs Bend Bridge in Surgoinsville, Hawkins County TN

---

Crockett Lee, County Mayor & Chairman of Commission

---

Lowell Bean, Road Superintendent

Board of Commissioner

---

Dwight Carter, Commissioner

---

Larry Frost, Commissioner

---

Christopher Jones , Commissioner

---

Kenneth Long , Commissioner

---

Fred Montgomery, Commissioner

---

Tim Simpson, Commissioner

---

Danny Alvis, Commissioner

---

Stacy Vaughan, Commissioner

---

Charles Thacker, Commissioner

---

Linda Kimbro, Commissioner

---

Hanes Cooper, Commissioner

---

Virgil L. Mallett, Commissioner

---

Gorman Lipe, Commissioner

---

Boyd Goodson, Commissioner

---

Billy Henderson, Commissioner

---

Gary Hicks, Commissioner

---

Claude Parrott, Commissioner

---

Shane Bailey, Commissioner

---

Carmel Maddox, Commissioner

---

Charlie Newton, Commissioner

---

Robert Palmer, Commissioner

**RESOLUTION**

No. 2009 / 03 / 0F

To the HONORABLE CROCKETT LEE, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 23rd day of March, 2009.

**RESOLUTION IN REF:            APPROVAL TO APPLY FOR A \$5000 HIGHWAY TRAFFIC SAFETY GRANT FROM THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION NO MATCH IS REQUIRED**

WHEREAS, the State of Tennessee, Department of Transportation makes available grants to local sheriff offices for the implementation of highway safety; and

WHEREAS, the Hawkins County Sheriff's office would like to apply for a \$5000.00 Highway Traffic Safety Grant from the Department of Transportation that will target High Visibility Law Enforcement. The grant requires no matching monies from the county's budget.

THEREFORE BE IT RESOLVED that approval be given to apply aforementioned grant from the Tennessee Department of Transportation and accept grant funds if grant is awarded to Hawkins County by the State of Tennessee.

Introduced By Esq. Claude Parrott, Chairman Budget Comm

Seconded By Esq. \_\_\_\_\_

Date Submitted 3/9/09

A. Canoll Jenkins  
County Clerk

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

Chairman Crockett Lee

**ACTION:    AYE    NAY    PASSED**

Roll Call \_\_\_\_\_

Voice Vote \_\_\_\_\_

Absent \_\_\_\_\_

**COMMITTEE ACTION**

\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION 2009 03 1 05

RESOLUTION AUTHORIZING SALE OF INTEREST IN PROPERTY

WHEREAS, Tennessee Code Annotated T.C.A.5-7-101 authorizes counties to make contracts governing the management, control, improvement or disposal of their properties and,

WHEREAS, the Hawkins County Commission granted a waiver to Wellmont Health System to sell the building located on the property at 405 Scenic Drive Rogersville Tennessee 37857 without any compensation for the rights to do so and,

WHEREAS, an amendment was ruled to be out of order asking for compensation and,

WHEREAS, the county legislative body of Hawkins County is desirous that it be compensated in the amount of 10% (ten per cent) of the selling price of the building mentioned above to release all rights to the 1.675 acres of land the building is situated on at 405 Scenic Drive.

NOW, THEREFORE BE IT RESOLVED by the Hawkins County Commission, assembled in regular session on the 23rd day of March 2009, that

Section 1. If any part of this resolution is found to be invalid, the remainder will be valid.

Section 2. All resolutions in conflict with this resolution are rescinded insofar as they conflict with this resolution.

Section 3. This resolution will become effective upon its passage

INTRODUCED BY COMMISSIONER Stacy Vaughan

SECOND BY COMMISSIONER \_\_\_\_\_

COUNTY MAYOR \_\_\_\_\_

COUNTY CLERK A. Carvell Jenkins

3/9/09

**RESOLUTION**

NO. 2009 / 03 / 06

To the HONORABLE CROCKETT LEE, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 23rd day of March, 2009.

**RESOLUTION IN REFERENCE: GUARANTOR FOR THE HAWKINS COUNTY INDUSTRIAL BOARD AT PHIPPS BEND INDUSTRIAL PARK**

**WHEREAS**, the Hawkins County Industrial Board is in the process of securing financing for a spec building to be built in the Phipps Bend Industrial Park, and

**WHEREAS**, the Board has already secured a \$600,000.00 grant toward this purpose and has received a proposal from U.S. Bank to secure the remaining funds necessary for the construction in the approximate amount of \$700,000.00. This proposal provides, among other things, that Hawkins County, Tennessee must be a 100% Guarantor of this loan, and that the loan will be secured by lien of deed of trust on the premises upon which the building is to be erected. The interest rate will be discounted as a result of borrower being a tax exempt governmental entity. The amount of the loan will be slightly more than one-half (1/2) of the estimated total construction costs of \$1,300,000.00 (the remaining \$600,000.00 being covered by the grant referred to aforesaid). A copy of this proposal is hereby attached.

**THEREFORE, BE IT RESOLVED THAT:**

1. Hawkins County, Tennessee does hereby approve and consent to be a 100% Guarantor of the aforesaid loan with the principal sum not to exceed \$700,000.00.
2. Pursuant thereto the Hawkins County Attorney be and hereby is authorized to prepare an opinion letter to the effect that Hawkins County, Tennessee has lawfully obligated itself to be a 100% Guarantor of the aforesaid loan.

This Resolution will be presented to the Hawkins County Industrial Board Committee for its recommendation.

Introduced By Esq. \_\_\_\_\_ Action:    AYE        NAY        PASSED

Seconded By Esq. \_\_\_\_\_ Roll Call    \_\_\_\_\_

Date Submitted: 3/9/09 Voice Vote    \_\_\_\_\_

A. Canoll Jenkins Absent        \_\_\_\_\_  
County Clerk

COMMITTEE ACTION:

By \_\_\_\_\_

Chairman Crockett Lee \_\_\_\_\_





Murfreesboro Branch  
809 Medical Center Parkway  
Murfreesboro, TN 37129  
615 898-8820  
615 896-6608 fax

2/20/09

Hawkins County Industrial Board  
403 East Main Street  
Rogersville, TN 37867-33316

Dear Mr. Lynn Lawson and Mr. Larry Elkins

U.S. Bank National Association is pleased to consider your request to provide financing to The Hawkins County Industrial Board. A summary of some of the terms U.S. Bank is considering for this financing package is as follows:

- Loan Type:** Non-revolving construction loan
- Loan Amount:** The lesser of 75% LTC or \$700,000
- Term:** 12 month construction period – At the end of the 12 month construction period, the bank will renew the facility for an additional 12 month interest only period at a fixed rate if desired based upon US Bank's cost of funds plus 300 bps. If the property has not been sold and the loan paid off at the end of this period, US Bank will consider a renewal for an additional 12 months, pending a satisfactory review of the financial information at that time, with the rate to be based on a fixed rate of US Bank's cost of funds plus 300 bps.
- Amortization:** Interest only payable monthly (loan will include interest carry reserve from which the interest payments shall be funded)
- Interest Rate:** Floating rate equal to the One Month LIBOR Reset Monthly plus 350 bps multiplied by the Tax-exempt Rate of 66% (based on a bank qualified tax exempt status for the borrower) For example the corresponding rate as of 2/20/09 would be the One Month LIBOR Reset Monthly rate as of 2/20/09 of 37 bps plus 350 bps multiplied by 66% equals a loan interest rate of 2.67%. If a bank qualified tax exempt status cannot be given the interest rate for the construction loan will be the One Month LIBOR Reset Monthly plus 350 bps. However, there shall be a minimum floor rate of 4% at all times.
- Guarantor:** Full, 100% guaranty shall be required from Hawkins County
- Origination fees:** None
- Other fees:** Borrower shall be responsible for fees associated with this loan, including, but not limited to, appraisal fee, environmental fee, title fees and any and all legal fees incurred throughout the process of approving and closing of this loan.
- Collateral:** Title insured, First Deed of Trust on the real estate located in Hawkins County, TN. (more specific address to be determined at a later date)
- Other:** All borrower equity funds need to be verified and readily available before the closing of the construction loan



**Murfreesboro Branch**  
808 Medical Center Parkway  
Murfreesboro, TN 37129  
615 898-8820  
615 898-6808 fax

As we obtain more information, additional substantive conditions will be required and terms may be changed or be supplemented. In addition, upon completion of our analysis and due diligence and if we obtain credit approval of this proposal, we will prepare loan documentation which will include terms and conditions customary to U.S. Bank, as well as warranties and covenants specific to this transaction.

To that end, this letter is an expression of interest only, and it is not a contract, commitment nor intent to be bound. U.S. Bank does not intend that this letter or discussions relative to the terms of this letter create any legal rights or obligations, implicit or explicit, in favor of or against the other party. Also, no oral discussions and/or written agreements shall be in place of or supersede written loan agreements executed by your business and accepted by U.S. Bank.

Please note that this proposal is for your review only. It may not be disclosed to any third party other than your attorney, accountant and authorized agents representing you.

Thank you for discussing your financing needs with U.S. Bank. Should you wish us to continue to consider your credit request, you will be responsible for all of U.S. Bank's out-of-pocket expenses related to this financing request. We look forward to the opportunity to consider your credit request. If you have any questions regarding this letter, please contact me at 615-898-8823.

Very truly yours,

U.S. BANK NATIONAL ASSOCIATION

Andy Jakes  
Commercial Real Estate Relationship Manager

TO THE HONORABLE W. CROCKETT LEE, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 23RD DAY OF MARCH, 2009.

**RESOLUTION IN REFERENCE: BUDGET AMENDMENT - GENERAL FUND**

The following budget amendments are being requested as listed below:

| Account Number   | Description                                     | Current Budget        | Increase            | Decrease              | Amended Budget        |
|--|---|-----------------------|---------------------|-----------------------|-----------------------|
| <b>GENERAL SESSIONS COURT</b>  |   |                       |                     |                       |                       |
|  | <b>Increase Expenditures</b>                    |                       | <b>Increase</b>     |                       |                       |
| 53300-355  | Travel  | 2,000.00              | 200.00              |                       | 2,200.00              |
|  | <b>Decrease Expenditures</b>                    |                       |                     | <b>Decrease</b>       |                       |
| 53300-435  | Office Supplies                                 | 830.00                |                     | (200.00)              | 630.00                |
|  | <b>Sub-total</b>                                | <b>\$ 2,830.00</b>    | <b>\$ 200.00</b>    | <b>\$ (200.00)</b>    | <b>\$ 2,830.00</b>    |
| This transfer is needed to cover expenditures for Judge Brand's attending the two required judicial conferences.   |   |                       |                     |                       |                       |
|  | <b>JAIL</b>                                     |                       |                     |                       |                       |
|  | <b>Increase Expenditures</b>                    |                       | <b>Increase</b>     |                       |                       |
| 54210-189  | Other Salaries & Wages                          | 4,806.00              | 9,500.00            |                       | 14,306.00             |
| 54210-709  | Data Processing Equipment                       | 0.00                  | 700.00              |                       | 700.00                |
|  | <b>Decrease Expenditures &amp; Reserve</b>      |                       |                     | <b>Decrease</b>       |                       |
| 54210-799  | Other Capital Outlay                            | 10,000.00             |                     | (700.00)              | 9,300.00              |
| 35140  | Reserved for Employees Vacation Pay             | 19,967.00             |                     | (9,500.00)            | 10,467.00             |
|  | <b>Sub-total Expenditures &amp; Reserves</b>    | <b>\$ 34,773.00</b>   | <b>\$ 10,200.00</b> | <b>\$ (10,200.00)</b> | <b>\$ 34,773.00</b>   |
| The transfer to Other Salaries and Wages is needed to pay accumulated vacation pay to employees leaving the department.  |   |                       |                     |                       |                       |
| The transfer to Data Processing Equipment is needed to establish an account from which to purchase computers, printers and related data processing equipment for the Jail. |   |                       |                     |                       |                       |
| Funding for these two increases will come from transfers from a reserve account and the Jail budget.   |   |                       |                     |                       |                       |
|  |   | <b>Current Budget</b> | <b>Increase</b>     | <b>Decrease</b>       | <b>Amended Budget</b> |
|  | <b>Page Totals- Expenditures &amp; Reserves</b> | <b>\$ 37,603.00</b>   | <b>\$ 10,400.00</b> | <b>\$ (10,400.00)</b> | <b>\$ 37,603.00</b>   |
|  |   | <b>\$</b>             | <b>\$</b>           | <b>\$</b>             | <b>\$</b>             |

INTRODUCED BY: Claude Parrott, Chmn. Budget Committee

ESTIMATED COST \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

PAID FROM \_\_\_\_\_ FUND \_\_\_\_\_

ACTION: AYE NAY

DATE SUBMITTED 3/9/09

ROLL CALL \_\_\_\_\_

COUNTY CLERK: A. CARROLL JENKINS

VOICE VOTE \_\_\_\_\_

BY: A. Carroll Jenkins

ABSENT \_\_\_\_\_

COMMITTEE ACTION: \_\_\_\_\_

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

CHAIRMAN: \_\_\_\_\_

W. Crockett Lee  
W. CROCKETT LEE



TO THE HONORABLE W. CROCKETT LEE, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 23rd DAY OF MARCH, 2009.

**RESOLUTION IN REFERENCE: BUDGET AMENDMENT - GENERAL FUND, PARKS & FAIR BOARDS**

The following budget amendments are being requested as listed below:

| Account Number   | Description                    | Current Budget        | Increase           | Decrease             | Amended Budget        |
|--|--------------------------------|-----------------------|--------------------|----------------------|-----------------------|
| <b>PARKS &amp; FAIR BOARDS</b>   |                                |                       |                    |                      |                       |
| <b>Increase Expenditures</b>   |                                |                       | <b>Increase</b>    |                      |                       |
| 56700-168  | Temporary Personnel            | 3,800.00              | 1,474.00           |                      | 5,274.00              |
| 56700-201  | Social Security                | 3,830.00              | 113.00             |                      | 3,943.00              |
| 56700-210  | Unemployment Compensation      | 300.00                | 12.00              |                      | 312.00                |
| 51900-513  | Workers Compensation Insurance | 121,000.00            | 134.00             |                      | 121,134.00            |
| <b>Decrease Expenditures</b>   |                                |                       |                    | <b>Decrease</b>      |                       |
| 56700-799  | Other Capital Outlay           | 23,524.00             |                    | (1,733.00)           | 21,791.00             |
| <b>Sub-total Expenditures</b>  |                                | <b>\$ 152,454.00</b>  | <b>\$ 1,733.00</b> | <b>\$ (1,733.00)</b> | <b>\$ 152,454.00</b>  |
| The above increases are being requested to hire a seasonal employee to work 7 hours per day, 5 days a week, at minimum wage from March 26 through June 25, 2009. Duties will include painting, mowing, stocking and cleaning restrooms, general maintenance and cleanup and taking reservations. This position will replace the position of the "reservations clerk" already included in the budget. |                                |                       |                    |                      |                       |
| Funding for this increase will come from a transfer within the Parks budget.   |                                |                       |                    |                      |                       |
| This position, if approved by this amendment, will continue into the new 2009-2010 fiscal year, unless otherwise noted or other action is taken by County Commission. This position change will add \$6,402 to the 2009-10 FY Budget above the normal appropriations of the reservations clerk.  |                                |                       |                    |                      |                       |
| <b>PARKS &amp; FAIR BOARDS</b>   |                                |                       |                    |                      |                       |
| <b>Increase Expenditures</b>   |                                |                       | <b>Increase</b>    |                      |                       |
| 56700-207  | Medical Insurance              | 0.00                  | 1,851.00           |                      | 1,851.00              |
| <b>EMPLOYEE BENEFITS</b>   |                                |                       |                    |                      |                       |
| <b>Decrease Expenditures</b>   |                                |                       |                    | <b>Decrease</b>      |                       |
| 58600-207  | Medical Insurance              | 99,154.00             |                    | (1,851.00)           | 97,303.00             |
| <b>Sub-total Expenditures</b>  |                                | <b>\$ 99,154.00</b>   | <b>\$ 1,851.00</b> | <b>\$ (1,851.00)</b> | <b>\$ 99,154.00</b>   |
| This transfer is needed to make appropriations for Medical Insurance for an employee who recently began participation in our medical insurance program. The original budget did not include appropriation for such.  |                                |                       |                    |                      |                       |
| Funding will come from a transfer from the Employee Benefits budget.   |                                |                       |                    |                      |                       |
|  |                                | <b>Current Budget</b> | <b>Increase</b>    | <b>Decrease</b>      | <b>Amended Budget</b> |
| <b>Page Totals - Expenditures</b>  |                                | <b>\$ 251,608.00</b>  | <b>\$ 3,584.00</b> | <b>\$ (3,584.00)</b> | <b>\$ 251,608.00</b>  |

INTRODUCED BY: Claude Parrott, Chairman  
Budget Committee

ESTIMATED COST \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

PAID FROM \_\_\_\_\_ FUND \_\_\_\_\_

ACTION: AYE NAY

DATE SUBMITTED 3/9/09

ROLL CALL \_\_\_\_\_

COUNTY CLERK: A. CARROLL JENKINS

VOICE VOTE \_\_\_\_\_

BY: A. Carroll Jenkins

ABSENT \_\_\_\_\_

COMMITTEE ACTION: \_\_\_\_\_

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

CHAIRMAN:

W. Crockett Lee  
 W. CROCKETT LEE



RESOLUTION NO. 2009/03/10

TO THE HONORABLE W. CROCKETT LEE, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 23<sup>rd</sup> DAY OF MARCH 2009.

**RESOLUTION IN REF: GENERAL PURPOSE SCHOOL FUND BUDGET AMENDMENT**

WHEREAS, the Hawkins County Board of Education has approved the attached budget amendment to the General Purpose School Fund, and now requests approval of said amendment by the Hawkins County Board of Commissioners.

NOW THEREFORE BE IT RESOLVED THAT the Hawkins County Board of Commissioners, meeting in regular session, March 23, 2009, go on record as passing this resolution.

Introduced by Esq. Claude Parrott

Estimated Cost: \_\_\_\_\_

Seconded by Esq. \_\_\_\_\_

Paid From \_\_\_\_\_ Fund

ACTION:    Aye    Nay

Date Submitted 3/9/09

Roll Call    \_\_\_\_\_

County Clerk: A. Carroll Jenkins

Voice Vote    \_\_\_\_\_

By: A. Carroll Jenkins

Absent    \_\_\_\_\_

COMMITTEE ACTION:

APPROVED

DISAPPROVED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHAIRMAN: W. Crockett Lee

HAWKINS COUNTY BOARD OF EDUCATION

FUND: 141 GENERAL PURPOSE SCHOOL FUND  
 AMENDMENT NUMBER: 2  
 DATE: March 12, 2009

|                        |               |
|------------------------|---------------|
| ORIGINAL BUDGET AMOUNT | 47,502,957.00 |
| PREVIOUS AMENDMENTS    | 285,395.75    |
| TOTAL                  | 47,788,352.75 |
| REQUESTED AMENDMENT    | 20,529.19     |
| TOTAL                  | 47,808,881.94 |

| ACCOUNT NO | DESCRIPTION  | CURRENT BUDGET      | INCREASE         | DECREASE         | AMENDED BUDGET      |
|------------|--|---------------------|------------------|------------------|---------------------|
|            | <b>EXPENDITURES</b>                                  |                     |                  |                  |                     |
|            | <b>71200 SPECIAL EDUCATION PROGRAM - INSTRUCTION</b> |                     |                  |                  |                     |
| 71200-116  | Teachers   | 2,170,000.00        |                  | 7,000.00         | 2,163,000.00        |
| 71200-163  | Educational Assistants                               | 450,000.00          |                  | 20,000.00        | 430,000.00          |
| 71200-171  | Speech Pathologist                                   | 178,554.00          | 32,000.00        |                  | 210,554.00          |
| 71200-198  | Non-Certified Substitute Teachers                    | 77,304.00           | 14,000.00        |                  | 91,304.00           |
| 71200-312  | Contracts with Private Agencies                      | 15,000.00           |                  | 12,000.00        | 3,000.00            |
| 71200-322  | Evaluation & Testing                                 | 20,000.00           |                  | 7,000.00         | 13,000.00           |
|            | <b>Subtotal</b>                                      | <b>2,910,858.00</b> | <b>46,000.00</b> | <b>46,000.00</b> | <b>2,910,858.00</b> |
|            | <b>71600 ADULT EDUCATION PROGRAM - INSTRUCTION</b>   |                     |                  |                  |                     |
| 71600-116  | Teachers   | 64,218.00           | 500.00           |                  | 64,718.00           |
|            | <b>72110 ATTENDANCE</b>                              |                     |                  |                  |                     |
| 72110-355  | Travel   | 8,000.00            | 1,000.00         |                  | 9,000.00            |
| 72110-399  | Other Contracted Services                            | 2,000.00            |                  | 1,800.00         | 200.00              |
| 72110-499  | Other Supplies & Materials                           | 2,000.00            |                  | 1,000.00         | 1,000.00            |
| 72110-704  | Attendance Equipment                                 | 4,220.00            | 1,800.00         |                  | 6,020.00            |
|            | <b>Subtotal</b>                                      | <b>16,220.00</b>    | <b>2,800.00</b>  | <b>2,800.00</b>  | <b>16,220.00</b>    |
|            | <b>72120 HEALTH SERVICES</b>                         |                     |                  |                  |                     |
| 72120-307  | Communication  | 600.00              |                  | 600.00           | -                   |
| 72120-348  | Postal Charges                                       | 715.00              |                  | 715.00           | -                   |
| 72120-355  | Travel   | 19,000.00           |                  | 2,765.16         | 16,234.84           |
| 72120-399  | Other Contracted Services                            | 14,942.00           |                  | 500.00           | 14,442.00           |
| 72120-499  | Other Supplies & Materials                           | 35,411.00           |                  | 4,149.72         | 31,261.28           |
| 72120-599  | Other Charges  | 45,696.00           | 8,804.88         |                  | 54,500.88           |
|            | <b>Subtotal</b>                                      | <b>116,364.00</b>   | <b>8,804.88</b>  | <b>8,729.88</b>  | <b>116,439.00</b>   |
|            | <b>72130 OTHER STUDENT SUPPORT</b>                   |                     |                  |                  |                     |
| 72130-499  | Other Supplies & Materials                           | 24,000.00           | 2,500.00         |                  | 26,500.00           |





RESOLUTION NO. 2009/03/11

TO THE HONORABLE W. CROCKETT LEE, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 23<sup>rd</sup> DAY OF MARCH 2009.

**RESOLUTION IN REF: FEDERAL PROJECTS FUND BUDGET AMENDMENT**

WHEREAS, the Hawkins County Board of Education has approved the attached budget amendment to the General Purpose School Fund, and now requests approval of said amendment by the Hawkins County Board of Commissioners.

NOW THEREFORE BE IT RESOLVED THAT the Hawkins County Board of Commissioners, meeting in regular session, March 23, 2009, go on record as passing this resolution.

Introduced by Esq. Claude Parrott

Estimated Cost: \_\_\_\_\_

Seconded by Esq. \_\_\_\_\_

Paid From \_\_\_\_\_ Fund

ACTION:    Aye    Nay

Date Submitted 3/9/09

Roll Call    \_\_\_\_\_    \_\_\_\_\_

County Clerk: A. Carroll Jenkins

Voice Vote    \_\_\_\_\_    \_\_\_\_\_

By: A. Carroll Jenkins

Absent    \_\_\_\_\_    \_\_\_\_\_

COMMITTEE ACTION:

APPROVED

DISAPPROVED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHAIRMAN: W. Crockett Lee

HAWKINS COUNTY BOARD OF EDUCATION

FUND: 142 FEDERAL PROJECTS FUND  
 AMENDMENT NUMBER: 3  
 DATE: March 12, 2009

ORIGINAL BUDGET AMOUNT  
 PREVIOUS AMENDMENTS  
 TOTAL  
 REQUESTED AMENDMENT  
 TOTAL

|              |
|--------------|
| 5,354,357.00 |
| 967,432.79   |
| 6,321,789.79 |
| 2,815.31     |
| 6,324,605.10 |

| ACCOUNT NO | DESCRIPTION                                | CURRENT BUDGET    | INCREASE          | DECREASE         | AMENDED BUDGET      |
|------------|--|-------------------|-------------------|------------------|---------------------|
|            | <b>EXPENDITURES</b>                        |                   |                   |                  |                     |
|            | <b>71100 REGULAR INSTRUCTION PROGRAM</b>   |                   |                   |                  |                     |
| 71100-189  | Other Salaries & Wages                     | 85,956.00         |                   | 6,367.00         | 79,589.00           |
| 71100-198  | Non-Certified Substitute Teachers          | 6,000.00          |                   | 1,000.00         | 5,000.00            |
| 71100-336  | Maintenance & Repair Services              | 6,675.00          |                   | 1,108.00         | 5,567.00            |
| 71100-399  | Other Contracted Services                  | 130,040.00        |                   | 7,000.00         | 123,040.00          |
| 71100-429  | Instructional Supplies & Materials         | 135,371.00        | 22,825.00         |                  | 158,196.00          |
| 71100-722  | Regular Instruction Equipment              | 465,738.00        | 342,939.00        |                  | 808,677.00          |
|            | <b>Subtotal</b>                            | <b>829,780.00</b> | <b>365,764.00</b> | <b>15,475.00</b> | <b>1,180,069.00</b> |
|            | <b>72120 HEALTH SERVICES - SUPPORT</b>     |                   |                   |                  |                     |
| 72120-355  | Travel                                     | 7,200.00          |                   | 3,023.26         | 4,176.74            |
| 72120-399  | Other Contracted Services                  | 23,920.00         | 6,291.26          |                  | 30,211.26           |
| 72120-499  | Other Supplies & Materials                 | 29,948.00         | 1,250.31          |                  | 31,198.31           |
| 72120-735  | Health Equipment                           | 105,513.00        |                   | 513.00           | 105,000.00          |
|            | <b>Subtotal</b>                            | <b>166,581.00</b> | <b>7,541.57</b>   | <b>3,536.26</b>  | <b>170,586.31</b>   |
|            | <b>72130 OTHER STUDENT SUPPORT</b>         |                   |                   |                  |                     |
| 72130-189  | Other Salaries & Wages                     | 15,590.00         | 9,479.00          |                  | 25,069.00           |
| 72130-201  | Social Security                            | 969.00            | 624.00            |                  | 1,593.00            |
| 72130-204  | State Retirement                           | 1,288.00          | 845.00            |                  | 2,133.00            |
| 72130-212  | Employer Medicare                          | 235.00            | 145.00            |                  | 380.00              |
| 72130-599  | Other Charges                              | 127,618.00        | 9,682.00          |                  | 137,300.00          |
|            | <b>Subtotal</b>                            | <b>145,700.00</b> | <b>20,775.00</b>  | <b>0.00</b>      | <b>166,475.00</b>   |
|            | <b>72210 REGULAR INSTRUCTION - SUPPORT</b> |                   |                   |                  |                     |
| 72210-355  | Travel                                     | 80,380.00         | 10,685.00         |                  | 91,065.00           |
| 72210-499  | Other Supplies & Materials                 | 17,747.00         | 6,190.00          |                  | 23,937.00           |
| 72210-524  | In Service/Staff Development               | 349,187.00        | 42,865.00         |                  | 392,052.00          |
|            | <b>Subtotal</b>                            | <b>447,314.00</b> | <b>59,740.00</b>  | <b>0.00</b>      | <b>507,054.00</b>   |
|            | <b>72710 TRANSPORTATION</b>                |                   |                   |                  |                     |
| 72710-313  | Contracts with Parents                     | 430,804.00        |                   | 430,804.00       | 0.00                |

HAWKINS COUNTY BOARD OF EDUCATION

|  |                                     |                     |                   |                   |                     |
|--|-------------------------------------|---------------------|-------------------|-------------------|---------------------|
|  | <b>76100 REGULAR CAPITAL OUTLAY</b> |                     |                   |                   |                     |
| 76100-799  | Other Capital Outlay                | 195,081.00          |                   | 1,190.00          | 193,891.00          |
|  |                                     |                     |                   |                   |                     |
|  | <b>TOTAL</b>                        | <b>2,215,260.00</b> | <b>453,820.57</b> | <b>451,005.26</b> | <b>2,218,075.31</b> |
|  |                                     |                     |                   |                   |                     |
|  | <b>RESERVES &amp; REVENUES</b>      |                     |                   |                   |                     |
| 34440  | Other Federal Projects              | 44,381.53           |                   | 438.65            | 43,942.88           |
| 47147  | Safe & Drug-Free Schools            | 30,948.00           | 2,376.66          |                   | 33,324.66           |
|  |                                     |                     |                   |                   |                     |
| The above amendment increases underestimated line items and decreases overestimated line items for |                                     |                     |                   |                   |                     |
| Title I, Reading First, and the Carol M. White - PEP Grant in the Federal Projects fund.           |                                     |                     |                   |                   |                     |
|  |                                     |                     |                   |                   |                     |
| The amendment also budgets additional revenue and reserves for the Safe & Drug-Free Schools in the |                                     |                     |                   |                   |                     |
| Federal Projects fund.   |                                     |                     |                   |                   |                     |
|  |                                     |                     |                   |                   |                     |
|  |                                     |                     |                   |                   |                     |

RESOLUTION NO. 2009 / 03 / 12

TO THE HONORABLE W. CROCKETT LEE, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 23<sup>rd</sup> DAY OF MARCH, 2009.

**RESOLUTION IN REF: SCHOOL TRANSPORTATION FUND BUDGET AMENDMENT**

WHEREAS, the Hawkins County Board of Education has approved the attached budget amendment to the School Transportation Fund, and now requests approval of said amendment by the Hawkins County Board of Commissioners.

NOW THEREFORE BE IT RESOLVED THAT the Hawkins County Board of Commissioners, meeting in regular session, March 23, 2009, go on record as passing this resolution.

Introduced by Esq. Claude Parrott

Estimated Cost: \_\_\_\_\_

Seconded by Esq. \_\_\_\_\_

Paid From \_\_\_\_\_ Fund

ACTION:    Aye    Nay

Date Submitted 3/9/09

Roll Call    \_\_\_\_\_    \_\_\_\_\_

County Clerk: A. Carroll Jenkins

Voice Vote    \_\_\_\_\_    \_\_\_\_\_

By: A. Carroll Jenkins

Absent    \_\_\_\_\_    \_\_\_\_\_

COMMITTEE ACTION:

APPROVED

DISAPPROVED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHAIRMAN: W. Crockett Lee

**HAWKINS COUNTY BOARD OF EDUCATION**

FUND: 144 SCHOOL TRANSPORTATION FUND

AMENDMENT NUMBER: 1

DATE: March 12, 2009

|                        |                 |
|------------------------|-----------------|
| ORIGINAL BUDGET AMOUNT | \$ 3,914,643.00 |
| PREVIOUS AMENDMENTS    |                 |
| TOTAL                  | \$ 3,914,643.00 |
| REQUESTED AMENDMENT    |                 |
| TOTAL                  | \$ 3,914,643.00 |

| ACCOUNT NO | DESCRIPTION                                | CURRENT BUDGET      | INCREASE         | DECREASE         | AMENDED BUDGET      |
|------------|--|---------------------|------------------|------------------|---------------------|
|            | <b>EXPENDITURES</b>                        |                     |                  |                  |                     |
|            | <b>72310 BOARD OF EDUCATION</b>            |                     |                  |                  |                     |
| 72310-510  | Trustee's Commission                       | 40,500.00           |                  |                  | 40,500.00           |
|            |  |                     |                  |                  |                     |
|            | <b>72710 SCHOOL TRANSPORTATION</b>         |                     |                  |                  |                     |
| 72710-105  | Supervisor/Director                        | 33,280.00           |                  |                  | 33,280.00           |
| 72710-142  | Mechanic(s)                                | 157,500.00          |                  |                  | 157,500.00          |
| 72710-146  | Bus Drivers                                | 900,000.00          |                  |                  | 900,000.00          |
| 72710-162  | Clerical Personnel                         | 24,824.00           |                  |                  | 24,824.00           |
| 72710-201  | Social Security                            | 69,291.00           |                  |                  | 69,291.00           |
| 72710-204  | State Retirement                           | 93,500.00           |                  |                  | 93,500.00           |
| 72710-206  | Life Insurance                             | 12,500.00           |                  |                  | 12,500.00           |
| 72710-207  | Medical Insurance                          | 302,000.00          |                  |                  | 302,000.00          |
| 72710-210  | Unemployment Compensation                  | 3,200.00            |                  |                  | 3,200.00            |
| 72710-212  | Employer Medicare                          | 16,205.00           |                  |                  | 16,205.00           |
| 72710-307  | Communication                              | 4,500.00            |                  |                  | 4,500.00            |
| 72710-313  | Contracts with Parents                     | 16,500.00           |                  | 5,000.00         | 11,500.00           |
| 72710-340  | Medical & Dental Services                  | 4,500.00            | 1,000.00         |                  | 5,500.00            |
| 72710-355  | Travel                                     | 500.00              |                  |                  | 500.00              |
| 72710-399  | Other Contracted Services                  | 7,000.00            | 7,000.00         |                  | 14,000.00           |
| 72710-418  | Equipment & Machinery Parts                | 3,000.00            |                  | 3,000.00         | 0.00                |
| 72710-425  | Gasoline                                   | 950,000.00          |                  | 23,000.00        | 927,000.00          |
| 72710-433  | Lubricants                                 | 10,800.00           |                  |                  | 10,800.00           |
| 72710-450  | Tires & Tubes                              | 38,000.00           |                  |                  | 38,000.00           |
| 72710-453  | Vehicle Parts                              | 137,575.00          |                  |                  | 137,575.00          |
| 72710-499  | Other Supplies & Materials                 | 3,000.00            | 3,000.00         |                  | 6,000.00            |
| 72710-599  | Other Charges                              | 20,000.00           | 20,000.00        |                  | 40,000.00           |
| 72710-729  | Transportation Equipment                   | 709,800.00          |                  |                  | 709,800.00          |
|            | <b>Subtotal</b>                            | <b>3,517,475.00</b> | <b>31,000.00</b> | <b>31,000.00</b> | <b>3,517,475.00</b> |
|            |  |                     |                  |                  |                     |
|            | <b>82130, 82230, &amp; 82330 EDUCATION</b> |                     |                  |                  |                     |
| 82130-602  | Principal on Notes                         | 155,000.00          |                  |                  | 155,000.00          |
| 82130-612  | Principal on Other Loans                   | 130,000.00          |                  |                  | 130,000.00          |
| 82230-604  | Interest on Notes                          | 22,925.00           |                  |                  | 22,925.00           |
| 82230-613  | Interest on Other Loans                    | 46,243.00           |                  |                  | 46,243.00           |
| 82330-699  | Other Debt Service                         | 2,500.00            |                  |                  | 2,500.00            |
|            | <b>Subtotal</b>                            | <b>356,668.00</b>   | <b>0.00</b>      | <b>0.00</b>      | <b>356,668.00</b>   |
|            |  |                     |                  |                  |                     |
|            | <b>TOTAL EXPENDITURES</b>                  | <b>3,914,643.00</b> | <b>31,000.00</b> | <b>31,000.00</b> | <b>3,914,643.00</b> |

The above amendment increases underestimated line items and decreases overestimated line items. Increases are due to the Department of Transportation requiring yearly physicals, paying the Highway Dept. to haul rock for turn-arounds, and the additional operating costs of the Gas Boy system.

**CERTIFICATE OF ELECTION OF NOTARIES PUBLIC**  
**AS CLERK OF THE COUNTY OF HAWKINS, TENNESSEE**

Resolution No. 2009/03/13

**NOTARY PUBLIC DURING THE MARCH 23, 2009 MEETING OF THE GOVERNING BODY:**

| NAME                       | HOME ADDRESS AND PHONE  | BUSINESS  |
|----------------------------|---|---|
| 1. JUDY MARIE ARNOLD       | 873 PRICES GROVE RD.<br>ROGERSVILLE, TN. 37857      423-235-2595    | AMERICAN APT. MGMT. CO.<br>ROGERSVILLE, TN. 37857       |
| 2. JOHN E. BUTLER, JR.     | 808 S. SHERBROOKE CIRCLE<br>MT. CARMEL, TN. 37645      423-765-2027 | SELF EMPLOYED<br>MT. CARMEL, TN. 37645                  |
| 3. ERIKA D. CARPER         | 643 SCOTT ST.<br>ROGERSVILLE, TN. 37857      423-272-8065           | HIGHLANDS UNION BANK<br>ROGERSVILLE, TN. 37857          |
| 4. SHARON REBECCA DRINNON  | 138 RIDGE RD.<br>BULLS GAP, TN. 37711      423-235-3802             | SMOKEY MOUNTAIN HOSPICE<br>GREENEVILLE, TN. 37745       |
| 5. WANDA S. FLANARY        | 4804 CARTERS VLY RD.<br>CHURCH HILL, TN. 37642      423-357-3150    | MOUNTAIN REGION FAMILY MEDICINE<br>KINGSPORT, TN. 37660 |
| 6. STACEY M. GILLESPIE     | 156 OLD CARTERS VLY RD.<br>ROGERSVILLE, TN. 37857      423-354-4862 | JAMES N. POINT, ATTORNEY<br>ROGERSVILLE, TN. 37857      |
| 7. KIMBERLY M. HARDESTY    | 108 PERSIA ESTATES DR.<br>ROGERSVILLE, TN. 37857      423-293-0329  | HIGHLANDS UNION BANK<br>ROGERSVILLE, TN. 37857          |
| 8. CYNTHIA BUNDREN JACKSON | 205 N. HAWKINS ST.<br>ROGERSVILLE, TN. 37857      423-272-6552      | MAIN STREET REALTY<br>ROGERSVILLE, TN. 37857            |
| 9. LISA J. KITE            | 404 KITE RD.<br>ROGERSVILLE, TN. 37857      423-921-8344            | ROYSTON OF ROGERSVILLE, LLC.<br>ROGERSVILLE, TN. 37857  |
| 10. LADONNA K. PRESLEY     | 1706 LONGS BEND PIKE<br>ROGERSVILLE, TN. 37857      423-327-2307    | LIBERTY TAX SERVICE<br>ROGERSVILLE, TN. 37857           |
| 11. CAROLYN H. STEWART     | 602 DOUGLAS DR.<br>ROGERSVILLE, TN. 37857      423-923-1777         | R.B. BAIRD, III ATTORNEY<br>ROGERSVILLE, TN. 37857      |
| 12. ROBIN L. STEWART       | 473 WINEGAR HOLLOW RD.<br>ROGERSVILLE, TN. 37857      423-923-5117  | R.B. BAIRD, III ATTORNEY<br>ROGERSVILLE, TN. 37857      |
| 13. JOSEPH K. ZOOK         | 219 SHARP AVE.<br>ROGERSVILLE, TN. 37857      423-272-5307          | STATE FARM INSURANCE<br>ROGERSVILLE, TN. 37857          |
|                            |   |   |
|                            |   |   |
|                            |   |   |
|                            |   |   |
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|                            |   |   |
|                            |   |   |
|                            |   |   |

(Seal)

\_\_\_\_\_  
**Signature**  
**Clerk of the County of Hawkins, Tennessee**  
 \_\_\_\_\_  
**Date**