

**MINUTES
OF
PUTNAM COUNTY COMMISSION
DECEMBER 21, 2009**

Prepared By:

Wayne Nabors
Putnam County Clerk
29 N Washington Avenue
Cookeville, TN 38501
931-526-7106

STATE OF TENNESSEE

COUNTY OF PUTNAM

BE IT REMEMBERED: that on December 21, 2009 there was a regular meeting of the Putnam County Board of Commissioners.

There were present and presiding the Chairman Jim Martin and County Clerk Wayne Nabors.

Sheriff David Andrews called the meeting to order.

The Chairman recognized Tim Singleton, Minister of the Monterey Church of Christ for the invocation.

The Chairman recognized Commissioner Marson McCormick to lead the Pledge to the Flag of the United States of America.

The Chairman asked the Commissioners to signify their presence at the meeting and the following were present:

PRESENT

David Randolph
Larry Epps
Bob Duncan
Jim Martin
Scott McCanless
Andy Honeycutt
Marson McCormick
Johnnie Wheeler
Anna Ruth Burroughs
Reggie Shanks
Joel Cowan

Mike Medley
Joe Trobaugh
Eris Bryant
Sue Neal
Dale Moss
Greg Rector
Kevin Maynard
Gene Mullins
Jere Mason
Bill Walker
Mike Atwood
Ron Chaffin

ABSENT

Jerry Ford

The Clerk announced that twenty-three (23) were present and one (1) absent. Therefore, the Chairman declared a quorum.

MOTION RE: APPROVE AGENDA

Commissioner Jere Mason moved and Commissioner Johnnie Wheeler seconded the motion to approve the agenda for the December 21, 2009 meeting of the Putnam County Board of Commissioners.

(SEE ATTACHED)

AGENDA PUTNAM COUNTY BOARD OF COMMISSIONERS

Monthly Awards will be presented at 5:45 PM

Regular Monthly Session
Monday, December 21, 2009 6:00PM

Presiding: Honorable Jim Martin
Commission Chairman

1. Call to Order - Sheriff David Andrews
2. Invocation *District 4*
3. Pledge to the Flag of the United States of America *District 4*
4. Roll Call - County Clerk Wayne Nabors
5. Approval of the Agenda
6. Approval of the Minutes of Previous Meeting
7. Unfinished Business and Action Thereon by the Board
 - A. Report of Standing Committees
 1. Planning Committee
 2. Fiscal Review Committee
 3. Nominating Committee
 - B. Report of Special Committees
 - C. Other Unfinished Business
8. New Business and Action Thereon by the Board
 - A. Report of Standing Committees

1. Planning Committee

- a. Recommends approval to add an elevator to the new County Clerk Building.
- b. Recommends approval of the changes to the speed limit petition as per the Road Committee.
- c. Recommends approval to allow Putnam County Fire Department to provide help to DeKalb County as needed and to ask DeKalb County to address problems with their basic emergency services.
- d. Recommends approval of the Limited English Proficiency Plan for Putnam County.

2. Fiscal Review Committee

- a. Recommends approval of budget amendments to the General Purpose School Fund as presented.
- b. Recommends approval of the budget amendments to the County General Fund in the total amount of \$2,530.
- c. Recommends approval for Fire Chief Daryl Blair to apply for a Homeland Security Firefighter Grant which will provide funds for 5 full time firefighters for 2 years in an amount of \$162,500 per year. If grant is awarded and accepted the county would have to fund these positions for the 3rd year.

3. Nominating Committee

B. Report of Special Committees

C. Resolutions

D. Election of Notaries

E. Other New Business

9. Announcements and Statements

10. Adjourn

The Chairman asked for a voice vote on the motion to approve the agenda for the December 21, 2009 meeting of the Putnam County Board of Commissioners. The motion carried.

MOTION RE: APPROVE MINUTES

Commissioner Kevin Maynard moved and Commissioner Johnnie Wheeler seconded to approve the minutes of the November 16, 2009 meeting of the Putnam County Board of Commissioners.

The Chairman asked for a voice vote on the motion to approve the minutes of the November 16, 2009 meeting of the Putnam County Board of Commissioners. The motion carried.

UNFINISHED BUSINESS AND ACTION THEREON BY THE BOARD

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE: No unfinished business.

FISCAL REVIEW COMMITTEE: No unfinished business.

NOMINATING COMMITTEE: No unfinished business

REPORT OF SPECIAL COMMITTEES

OTHER UNFINISHED BUSINESS

NEW BUSINESS AND ACTION THEREON BY THE BOARD

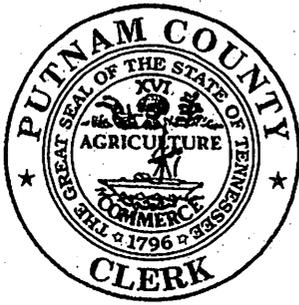
REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE

MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL TO ADD AN ELEVATOR TO THE NEW COUNTY CLERK BUILDING

Commissioner Jere Mason moved and Commissioner Anna Ruth Burroughs seconded the motion.

(SEE ATTACHED)



WAYNE NABORS
COUNTY CLERK - PUTNAM COUNTY

December 9, 2009

TO: *Planning*
Fiscal Review Committee
FROM: County Clerk Wayne Nabors
SUBJECT: Consideration of elevator for new County Clerk's office

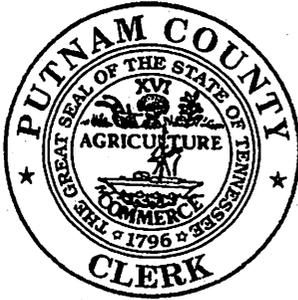
Please allow this to serve as my request for re-consideration of an elevator for the newly renovated County Clerk's office.

In view of the low bid submitted and accepted for the renovation project, monies are sufficient and available now to include an elevator in that project.

I will have all the facts and figures ready in a hand-out at the meeting on December 14th.

Many Thanks....

Wayne Nabors
County Clerk



WAYNE NABORS

COUNTY CLERK - PUTNAM COUNTY

December 14, 2009

TO: Planning Committee
SUBJECT: Re-consideration of elevator for new County Clerk's office

Thank you for your re-consideration of the elevator for the new County Clerk's office. Vision for the future is the heartbeat and life blood of progress.

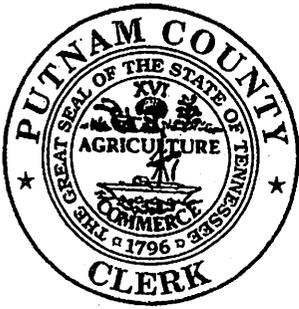
This is a county building and as such we should all consider the future and the usage of every building. This will be the 4th home of the County Clerk's office. This is due to growth and progress. As Putnam County continues to grow at a rapid pace, there could come a time in the future that usage of this building due to the "out-growing" could be different than the County Clerk. It is a wise investment into any county building to prepare for a future with current abilities and especially at a time such as now when construction costs are at an all time low.

It is exciting to note the tremendous savings already in this project. With the addition of the elevator, this entire project is still coming in at 14% under funding allocation.

Many Thanks...

Wayne Nabors
County Clerk

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WAYNE NABORS
COUNTY CLERK - PUTNAM COUNTY

RENOVATION

COUNTY CLERK'S OFFICE WITH ELEVATOR

**Total funding for the renovation for the
County Clerk's office - April 2007
(Former Health Dept. Building)** **\$ 900,000**

Bid for Renovation **\$ 608,900**

Architect Fees **\$ 50,400**

Elevator Cost **\$ 115,100**

Total Cost of Renovation **\$ 774,400**

**** SAVINGS OF 14% OF TOTAL PROJECT **** **\$ 125,600**

The Chairman asked for discussion on the motion to approve adding an elevator to the new County Clerk Building. The Commissioners discussed the motion.

The Chairman asked for a roll-call vote on the motion. The Commissioners voted as follows:

FOR

David Randolph
Larry Epps
Scott McCanless
Andy Honeycutt
Marson McCormick
Johnnie Wheeler
Anna Ruth Burroughs
Reggie Shanks
Joel Cowan
Mike Medley
Joe Trobaugh
Dale Moss
Greg Rector
Kevin Maynard
Gene Mullins
Bill Walker
Mike Atwood
Ron Chaffin

AGAINST

Bob Duncan
Jim Martin
Eris Bryant
Sue Neal
Jere Mason

ABSENT

Jerry Ford

The Clerk announced that eighteen (18) voted for, five (5) against, and one (1) absent. The motion carried.

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE CHANGES TO THE SPEED LIMIT PETITION AS PER THE ROAD COMMITTEE

Commissioner Jere Mason moved and Commissioner Anna Ruth Burroughs seconded the motion to approve the changes to the speed limit petition as per the Road Committee.

(SEE ATTACHED)

The Chairman asked for discussion on the motion. There was none.

The Chairman asked the Commissioners for a voice vote on the motion to approve the changes to the speed limit petition as per the Road Committee. The motion carried.

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL TO ALLOW PUTNAM COUNTY FIRE DEPARTMENT TO PROVIDE HELP TO DEKALB COUNTY AS NEEDED AND TO ASK DEKALB COUNTY TO ADDRESS PROBLEMS WITH THEIR BASIC EMERGENCY SERVICES

Commissioner Jere Mason moved and Commissioner Johnnie Wheeler seconded the motion.

The Chairman asked for discussion on the motion to approve allowing the Putnam County Fire Department to provide help to Dekalb County as needed and to ask Dekalb County to address problems with their basic emergency services. The Commissioners discussed the motion.

The Chairman asked the Commissioners for a voice vote on the motion. The motion carried.

MOTION RE: THE PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE LIMITED ENGLISH PROFICIENCY PLAN FOR PUTNAM COUNTY

Commissioner Jere Mason moved and Commissioner Johnnie Wheeler seconded the motion.

(SEE ATTACHED)



Wimberly Lawson
Seale Wright & Daves, PLLC

Attorneys & Counselors at Law

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Cookeville, TN 38503-0655
931-372-9123 tel
931-372-9181 fax

Jeffrey G. Jones, Member
jjones@wimberlylawson.com

November 25, 2009

Debby Francis
c/o Kim Blaylock
County Executive
Putnam County
300 East Spring St., Room 8
Cookeville, TN 38501



Re: Title VI Questionnaire

Dear Debby:

Pursuant to my telephone conversation with Kim Blaylock on November 24, 2009, we need to put the approval of Limited English Proficiency Plan on the agenda for our December meeting. I will be sending the packet of information to be approved by the Commission to you shortly.

If there are any questions, please do not hesitate to give me a call.

Sincerely,

Jeffrey G. Jones
For the Firm

Note:
Separate
Attachment.

JGJ/jk

LIMITED ENGLISH PROFICIENCY PLAN

December 14, 2009

COPY

PUTNAM COUNTY, TENNESSEE
300 East Spring St., Room 8
Cookeville, TN 38501

This document is the Putnam County, Tennessee plan to ensure meaningful access to program information and services for persons with limited English language proficiency.

Statement of Commitment to Meaningful Access

Putnam County, Tennessee (County) has developed this plan to ensure that access to County programs and program information will not be denied to those who speak no English or limited English. We will provide effective communication between citizens with limited English proficiency and the staff of Putnam County, Tennessee by making appropriate language assistance services available when needed. Citizens will be provided with meaningful access to programs and services in a timely manner at no cost to the citizen.

Legal References

Putnam County, Tennessee is a recipient of federal financial assistance through a variety of sources. To be in compliance with Title VI of the Civil Rights Act of 1964, the Office for Civil Rights (OCR) requires that we take adequate steps to provide meaningful access to our programs and services for limited English proficiency (LEP) citizens at no cost to the citizen.

Policy Coverage

Putnam County, Tennessee limited English proficiency plan has been developed to serve its citizens, prospective citizens, family members of citizens or prospective citizens or other interested members of the public who do not speak English or who speak limited English. In this plan we will refer to all of the above as citizens.

Definition of Limited English Proficiency (LEP)

A citizen has limited English language proficiency when that person is not able to speak, read, write or understand the English language at a level that allows effective interaction with our staff. It may not always be easy to identify a person with LEP. Some citizens may know enough English to manage basic life skills, but may not speak, read, or understand English well enough to understand in a meaningful way some of the more complicated concepts they may encounter within the human services system. These persons may also fit the description of a person with LEP.

Assessment

A survey was made by the Upper Cumberland Development District to determine the non-English languages that are likely to be encountered in this County. From this survey Spanish was identified as being the non-English language most likely to be encountered in Putnam County.

Notice of Right to Free Interpreter Services

In order to let citizens with limited English proficiency know that they have a right to free interpreter services, signs will be posted in the lobby and other areas of the County. We will use the "I Speak" cards to help citizens identify their primary language to County staff. Posters provided by Language Line will also be located in the lobby. These posters will explain the availability of telephone interpretive services in all of the languages we expect to encounter.

Identification of Language Needs

Identification of language needs of citizens will occur at the time of the initial contact with an employee of the County. This will be done by reviewing the language preference questions on the application forms, by the citizen's use of "I Speak" cards or at the citizen's request. If the County employee, receptionist, or the intake worker suspects that the citizen is having difficulty communicating in English, the worker will offer language assistance. Any determination of limited English proficiency should be documented. It is important for any staff who may work with this citizen to be aware of the language assistance needs of the citizen.

Types of Language Assistance Available

Putnam County, Tennessee will initiate an offer for language assistance to citizens who have difficulty with communication in English or who request language assistance by offering free interpretation and/or translation services in a language they understand.

Arrangements for in-person interpreting for Spanish can be made by contacting any of the interpretive services listed in attachment A.

If the language is uncommon in our area, a telephone language interpreter line is contacted. This County has contracted with Language Line to provide telephone interpreter services.

Competency Standards for Interpreters

Any interpreter used for LEP services must be bilingual. When using interpreter services provided from a recognized County, competency is presumed. The County will provide orientation regarding policies and procedures for interpreters who will be working with Putnam County. This orientation will include topics such as ethics or interpreting, confidentiality and specialized terms and concepts. When using family or friends, the worker must make a judgment as to the competency of the interpreter. Competency of the interpreter and citizen confidentiality must be considered.

Certification as an interpreter is not a pre-requisite.

Use of Family or Friends as Interpreters

While use of family or friends as interpreters is not the preferred method of providing interpretive services, County will accommodate citizens' wishes when possible. Competency of the interpreter and citizen confidentiality must be considered.

County will offer free interpreter services to all citizens with LEP and will not require or suggest the citizen with LEP use friends or family members as interpreter. However, if a citizen prefers that a family member or friend act as interpreter, County will proceed if doing so will not compromise the effectiveness of the interpretation and/or violate the citizen's confidentiality. Minor children will not be used for interpretive services.

Emergencies

When access to services are needed within a short time frame, County will take whatever steps are necessary to ensure that all citizens, including citizens with LEP, have access to services within the appropriate time frames by use of telephone language interpreter line and/or contracted interpreter.

Definitions of Interpretation and Translation

Interpretation is defined as a spoken or visual explanation provided to help two or more people who do not speak the same language to communicate with each other. Translation is defined as a written version of a document provided in a different language than the original document.

Citizens Who Do Not Read Their Language

County staff must assist a citizen with LEP who does not read his/her primary language as we would assist an English speaker who does not read English.

Translated Forms

County will rely on State of Tennessee and federally produced documents as our primary source of translated materials.

LEP Training for Staff

All County staff will receive a copy of LEP Plan so that they will be familiar with the policies and procedures required to make language assistance available to citizens with LEP. The LEP plan will be included in the New Employee Orientation Packet. LEP training will be held annually.

The training will include information on the following topics: County legal obligation to provide language assistance to citizens with LEP; the substance of the LEP plan including the policies and procedures to access language assistance services; tips on working with interpreters; and how to properly document information about a citizen's language needs in the case file.

Monitoring of the LEP Plan

In January of each year, County will evaluate the LEP plan to determine its effectiveness. The LEP coordinator will complete the evaluation of the plan with the assistance of the supervisors of all units in the County. The evaluation will consider changes and problems that arise and make adjustments to the plan.

The following activities will be included in the annual evaluation of the LEP plan:

- a. Assessment of the numbers of persons with LEP in the area
- b. Assessment of the current language needs of applicants
- c. Determining if existing language assistance services meet citizen needs
- d. Assessment of current LEP policies and procedures
- e. Assessment of COUNTY staff knowledge of LEP policies and procedures
- f. A request for feedback from LEP communities, including citizens and community organizations, about the effectiveness of COUNTY LEP plan.

Posting and Distributions of the LEP Plan

The LEP plan will be posted on the main bulletin board in the Putnam County Courthouse.

The plan has been distributed to all staff. When revisions are required, copies of the revised plan will be distributed to all staff of COUNTY.

LEP Contact Person and Complaint Process

Each of the departments of the County is responsible for implementing this LEP plan.

County has an existing complaint resolution procedure used to resolve civil rights disputes and complaints and this procedure will be used to resolve LEP complaints.

The designated LEP contact person for the County is the director.

Kim Blaylock
Putnam County, Tennessee
300 East Spring St., Room 8
Cookeville, TN 38501
(931) 526-2161

COUNTY LEP Plan
Attachment A

**PUTNAM COUNTY, TENNESSEE
PROCEDURES
LIMITED ENGLISH PROFICIENCY**

When a citizen comes to the County and is not able to communicate OR requests assistance of an interpreter, these are the steps that COUNTY staff will follow:

1. Verify Identity - Staff will verify the identity of citizen before releasing case specific information. You may use Language Line or an interpreter listed to complete verification.
2. Language needs of citizen will be assessed by use of "I Speak" card, Language Identification Card or citizen preference.
3. A telephone interpretation service can be used for intake purposes or when an interpreter is required for a language not common to this area.
Language Line Services - 24 hour coverage
Person Interpreter Service
800-528-5888
4. A list of Putnam County's contracted interpreters is located at the front desk.
5. Use of family members or friends as interpreter is not encouraged. Offer interpreter services which are free to the citizen. If the citizen still prefers to use others, only do so if it appears that an effective exchange of information can take place. Suggest that a trained interpreter be present also. (Document the offer of interpreter and the citizen's choice in the case file.)
6. Minor children should NEVER be used as interpreters.
7. We are bound to maintain the privacy of data collected. Those contracted to provide interpretation or translation services are bound by the same requirements for confidentiality as staff at the County.

8. County will use non-English forms available on the State of Tennessee Website:
10. Complaints should be resolved using the existing civil rights complaint resolution procedure. The director is the designated contact person.

COUNTY LEP Plan
Attachment 2

PUTNAM COUNTY, TENNESSEE

HELPFUL HINTS FOR USING TELEPHONE INTERPRETERS

1. Tell the interpreter the purpose of your call - describe the type of information you are planning to convey.
2. Enunciate your words and try to avoid contractions, which can be easily misunderstood as the opposite of your meaning. Eg "can't - cannot."
3. Speak in short sentences, expressing one idea at a time.
4. Speak slower than your normal speed of talking, pausing after each phrase.
5. Avoid the use of double negative. e.g., "If you don't appear in person, you won't get your benefits." Instead, "You must come in person in order to get your benefits."
6. Speak in the first person. Avoid the "he said/she said."
7. Avoid using colloquialisms and acronyms, e.g., "TDOT", etc. If you must do so, please explain their meaning.
8. Provide brief explanations of technical terms,.
9. Pause occasionally to ask the interpreter if he/she is understanding the information that you are providing, or if you need to slow down or speed up in your speech patterns. If the interpreter is confused, so is the citizen.
10. Ask the interpreter if, in his/her opinion, the citizen seems to have grasped the information that you are conveying. You may have to repeat or clarify certain information by saying it in a different way.
11. ABOVE ALL, BE PATIENT with the interpreter, the citizen and yourself!
12. Thank the interpreter for performing a very difficult and valuable service.

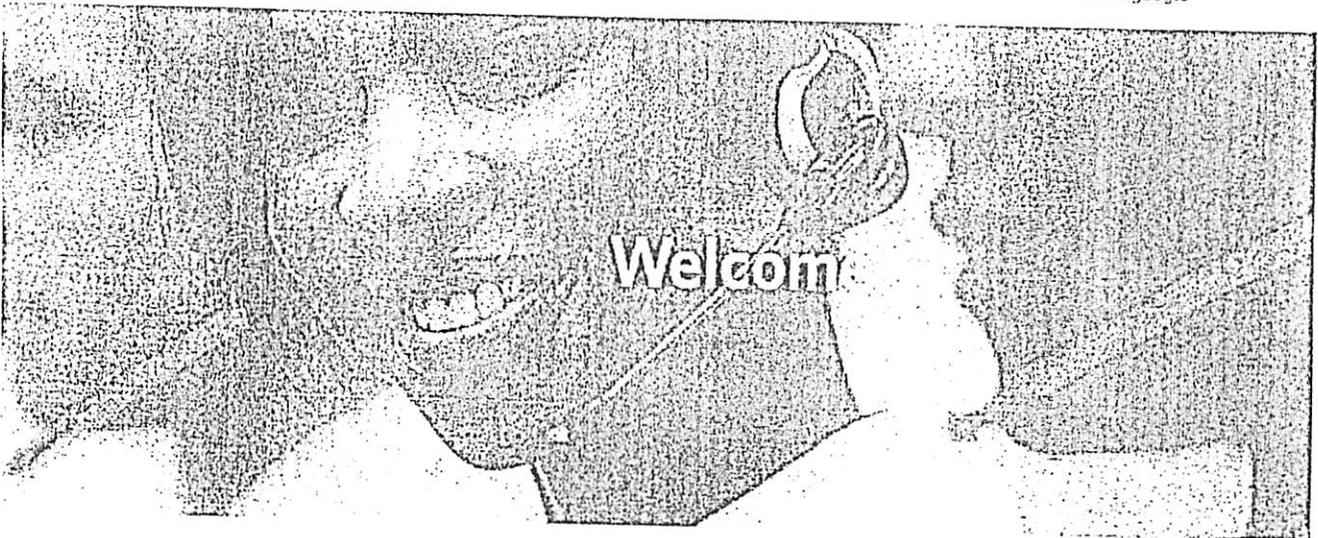
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1-800-752-6096 / Global Websites Search

Need Interpreting Now? / Info Request / Open an Account / Manage

Products & Solutions Customer Service Our Company Resource Center News Room

LATEST NEWS: AT&T and Language Line Services Partner to Provide Customer Service Assistance in More Than 170 Languages



Business

Language interpretation and document translation for companies of all sizes.

Consumer

Communicate with anyone, anywhere, in over 170 languages.

Government

Enable public access to all, in virtually any language, 24 hours a day.

Healthcare

Serve your patients on phone, over video, or writing.

(Pay as you go)
Directly to Credit Card
Pay for number of minutes

1-800-752-6096 / Global Websites Search

Need Interpreting Now? / Info Request / Open an Account / Manage



Ready To Open A New Account? Great!

But first, if you only need an interpreter occasionally? All you need is a credit card to use our Personal Interpreter Service here >>

Otherwise, please complete the following form or call us at 1-800-752-6096 option 4

It's as easy as 1-2-3

- You provide information about your organization and needs. By doing so, you'll help us tailor a program just for you, and speed up the process so that you and your staff will soon be doing business in over 170 languages!
- We call you back to answer any questions and address your special needs. We then complete a minimum of paperwork and fax an agreement to you for your approval.
- Your account is activated within 48 hours of receiving your approved agreement, and you're ready to serve all of your customers and employees in the languages they understand - their own.

That's all there is to it

Salutation
Mrs.

First Name *

Last Name *

Title

Company(e.g. ABC Corporation; please be as specific as

Next Steps

Open An Account:

Online

1-800-752-6096 option 4

Ask A Question:

Online

1-800-752-6096 option 2

Industries

- Financial
- Insurance
- Healthcare
- Government
- Telecom
- Utilities
- Manufacturing
- Transportation

Find Out More

- Frequently Asked Questions
- How Telephone Interpretation Works
- Need an Interpreter Right Now?
- List of Languages We Interpret and Translate
- Free White Paper "Interpreting Your Choices"
- Download Our Capabilities Brochure
- New! Download our "A Product" Brochure
- Your Information is Secure
- See How We Respond to Emergencies

--None--

General
Call Center
Emergency
Hospital

Phone Interpretation
Document Translation
Language Line University
Video Interpreter Service

Spanish
Mandarin
Cantonese
Korean

1-10

1-10

Send

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[News Room](#) / [Newsletter](#) / [Site Map](#) / [Privacy Policy](#) / © 2009 Language Line Services. All Rights Reserved.

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- | | |
|--|------------------------|
| <input type="checkbox"/> وضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية. | 1. Arabic |
| <input type="checkbox"/> Մարդկու՛մ ենք նշու՛մ կատարելք աշխատակա՛նու՛մ, եթե խոսու՛մ կամ կարդա՛մ եք հայերեն: | 2. Armenian |
| <input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন। | 3. Bengali |
| <input type="checkbox"/> ឈ្លួបបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។ | 4. Cambodian |
| <input type="checkbox"/> Motka i kakhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro. | 5. Chamorro |
| <input type="checkbox"/> 如果你能读中文或讲中文，请选择此框。 | 6. Simplified Chinese |
| <input type="checkbox"/> 如果你能讀中文或講中文，請選擇此框。 | 7. Traditional Chinese |
| <input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik. | 8. Croatian |
| <input type="checkbox"/> Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky. | 9. Czech |
| <input type="checkbox"/> Kruis dit vakje aan als u Nederlands kunt lezen of spreken. | 10. Dutch |
| <input type="checkbox"/> Mark this box if you read or speak English. | 11. English |
| <input type="checkbox"/> اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید. | 12. Farsi |

- Cocher ici si vous lisez ou parlez le français. 13. French
- Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen. 14. German
- Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά. 15. Greek
- Make kazyè sa a si ou li oswa ou pale kreyòl ayisyen. 16. Haitian Creole
- अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ। 17. Hindi
- Kos lub voj no yog koj paub twm thiab hais lus Hmoob. 18. Hmong
- Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet. 19. Hungarian
- Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano. 20. Ilocano
- Marchi questa casella se legge o parla italiano. 21. Italian
- 日本語を読んだり、話せる場合はここに印を付けてください。 22. Japanese
- 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오. 23. Korean
- ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກມາສາອາວ. 24. Laotian
- Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. 25. Polish

- Assinale este quadrado se você lê ou fala português. 26. Portuguese
- Însemnați această casuță dacă citiți sau vorbiți românește. 27. Romanian
- Пометьте этот квадратик, если вы читаете или говорите по-русски. 28. Russian
- Обележите овај квадратик уколико читате или говорите српски језик. 29. Serbian
- Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. 30. Slovak
- Marque esta casilla si lee o habla español. 31. Spanish
- Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. 32. Tagalog
- ให้กาเครื่องหมายลงในช่องดำผ่านด้านเหนือทุกภาษาไทย. 33. Thai
- Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. 34. Tongan
- Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. 35. Ukrainian
- اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔ 36. Urdu
- Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. 37. Vietnamese
- באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש. 38. Yiddish

The Chairman asked for discussion on the motion to approve the Proficiency Plan for Putnam County. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

FISCAL REVIEW COMMITTEE

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF BUDGET AMENDMENTS TO THE GENERAL PURPOSE SCHOOL FUND AS PRESENTED

Commissioner Sue Neal moved and Commissioner Mike Medley seconded motion to approve the Budget Amendments to the General Purpose School Fund as presented.

(SEE ATTACHED)

Department of Education Putnam County

DR. KATHLEEN M. AIRHART, Director of Schools

Board of Education

David McCormick, Chairman
Vernon Crabtree, Vice-Chairman

1400 East Spring Street
Cookeville, Tennessee 38506-4313
Phone (931) 526-9777
FAX (931) 372-0391

Board Members

Eric Brown
Robert Hargis
Dr. Ray Jordon
Jerry Maynard

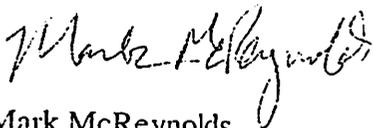
December 4, 2009

Honorable Commissioners
Putnam County Courthouse
Cookeville, TN 38501

Honorable Commissioners:

Please consider approval of the budget amendments to the General Purpose School Fund,
as submitted

Sincerely,



Mark McReynolds
Putnam County Board of Education

Enclosures:

- To allocate funds to the appropriate account codes for the TN Learn & Serve Grant
- To budget monies received from Pickett County for PCM re-certification training done in Putnam County on October 22, 2009 and to budget monies received from DeKalb County for one child attending PCS.

The Chairman asked for discussion on the motion to approve the Budget amendments to the General Purpose School Fund as presented. There was none.

The Chairman asked the Commissioners to vote on the motion to approve the Budget Amendments to the General Purpose School Fund as presented. The Commissioners voted as follows:

FOR:

David Randolph
Larry Epps
Bob Duncan
Jim Martin
Scott McCanless
Andy Honeycutt
Marson McCormick
Johnnie Wheeler
Anna Ruth Burroughs
Reggie Shanks
Joel Cowan

Mike Medley
Joe Trobaugh
Eris Bryant
Sue Neal
Dale Moss
Greg Rector
Kevin Maynard
Gene Mullins
Jere Mason
Bill Walker
Mike Atwood
Ron Chaffin

ABSENT

Jerry Ford

The Clerk announced that twenty-three (23) voted for, zero (0) against, and one (1) absent. The motion carried.

**MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS
APPROVAL OF BUDGET AMENDMENTS TO THE COUNTY GENERAL FUND
IN THE AMOUNT OF \$2,530**

Commissioner Sue Neal moved and Commissioner Bob Duncan seconded the motion to approve Budget Amendments to the County General Fund in the amount of \$2,530.

(SEE ATTACHED)

Putnam County Budget Amendment/Line Item Transfer Authorization Form

Department: Circuit Court Clerk

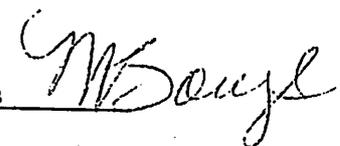
Date: November 6, 2009

<u>Item #</u>	<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Increase</u>	<u>Decrease</u>	<u>Requested Approval Amount</u>	<u>Amount Expended (Received) YTD</u>
435	53100		Office Supplies	\$42,717.00		-\$1,010.00	\$41,707.00	
719	53100		Office Equipment	\$0.00	\$1,010.00		\$1,010.00	

Totals \$42,717.00 \$1,010.00 -\$1,010.00 \$42,717.00

Explanation: to purchase stamp file clock for case filings, orders, court documents, etc. (current clock is defective)

Requested by: Marcia Borys
Supervisor

Recommended for approval: MB 
Official/Department Head

Action by Fiscal Review Committee: Recommended for Approval No Recommendation Date: _____

Action by County Commission: Approved Not Approved Date: _____

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Putnam County Budget Amendment/Line Item Transfer Authorization Form

Department: Circuit Court Clerk

Date: December 9, 2009

<u>Item #</u>	<u>Fund #</u>	<u>Account #</u>	<u>Account Description</u>	<u>Current Approved Amount</u>	<u>Increase</u>	<u>Decrease</u>	<u>Requested Approval Amount</u>	<u>Amount Expended (Received) YTD</u>
189	53100		Office Supplies	\$680,500.00	\$1,520.00		\$682,020.00	
							\$0.00	

Totals \$680,500.00 \$1,520.00 \$0.00 \$682,020.00

Explanation: actual amount needed to cover overlap in salaries for LaWanda Wilson & Dusty Clark. Original Budget was reduced by \$1,800 (difference in salaries).

Requested by: Marcia Borys
Supervisor

Recommended for approval: MB
Official/Department Head



Action by Fiscal Review Committee: Recommended for Approval No Recommendation Date: _____

Action by County Commission: Approved Not Approved Date: _____

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The Chairman asked for discussion on the motion to approve Budget Amendments to the County General Fund in the amount of \$2,530. There was none.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

David Randolph
Larry Epps
Bob Duncan
Jim Martin
Scott McCanless
Andy Honeycutt
Marson McCormick
Johnnie Wheeler
Anna Ruth Burroughs
Reggie Shanks
Joel Cowan

Mike Medley
Joe Trobaugh
Eris Bryant
Sue Neal
Dale Moss
Greg Rector
Kevin Maynard
Gene Mullins
Jere Mason
Bill Walker
Mike Atwood
Ron Chaffin

ABSENT

Jerry Ford

The Clerk announced that twenty-three (23) voted for, zero (0) against, and one (1) absent. The motion carried.

MOTION RE: THE FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL FOR FIRE CHIEF DARYL BLAIR TO APPLY FOR A HOMELAND SECURITY FIREFIGHTER GRANT WHICH WILL PROVIDE FUNDS FOR 5 FULL TIME FIREFIGHTERS FOR 2 YEARS IN AN AMOUNT OF \$162,500 PER YEAR. IF GRANT IS AWARDED AND ACCEPTED THE COUNTY WOULD HAVE TO FUND THESE POSITIONS FOR THE 3RD YEAR

Commissioner Sue Neal moved and Commissioner Jere Mason seconded the motion.

The Chairman asked for discussion on the motion to approve Fire Chief Daryl Blair to apply for a Homeland Security Firefighter Grant which will provide funds for 5 full time firefighters for 2 years in an amount of \$162,500 per year. If the grant is awarded and accepted the county would have to fund these positions for the 3rd year. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the motion to approve Fire Chief Daryl Blair to apply for a Homeland Security Firefighter Grant which will provide funds for 5 full time firefighters for 2 years in an amount of \$162,500 per year. If the grant is awarded and accepted the county would have to fund these positions for the 3rd year. The Commissioners voted as follows:

FOR

David Randolph
Larry Epps
Bob Duncan
Jim Martin
Scott McCanless
Andy Honeycutt
Johnnie Wheeler
Reggie Shanks
Joe Trobaugh
Eris Bryant
Sue Neal
Dale Moss
Greg Rector
Gene Mullins
Jere Mason
Bill Walker
Mike Atwood
Ron Chaffin

AGAINST

Marson McCormick
Anna Ruth Burroughs
Mike Medley
Kevin Maynard

ABSTAIN

Joel Cowan

ABSENT

Jerry Ford

The Clerk announced that eighteen (18) voted for, four (4) against, one (1) abstained, and one (1) absent. The motion carried.

NOMINATING COMMITTEE

REPORT OF SPECIAL COMMITTEES

RESOLUTIONS

ELECTION OF NOTARIES

Commissioner Jere Mason moved and Commissioner Gene Mullins seconded the motion.

(SEE ATTACHED)

PUTNAM COUNTY CLERK
WAYNE NABORS COUNTY CLERK
P.O. BOX 220
COOKEVILLE TN 38503
Telephone 931-526-7106
Fax 931-372-8201

Notaries to be elected December 21, 2009

RANDY B DALTON
TAMMY ENGLAND
SANDRA K FREEMAN
BRENDA GENTRY
NICHOLE GOOLSBY
JOANE G HALL
MARGARET LANGFORD
ANGELA LEDBETTER

ANDREA N LITTLE
TONYA MICHELLE MCBRIDE
SHANNON PADGETT
BARBARA A PALMER
DONNA ROBINSON
JENNIFER THORNTON
SHERRY VELASQUEZ-PEREZ
JOHN C WHITE

The Chairman asked for discussion on the motion. There was none.

The Chairman asked the Commissioners to vote on the Election of Notaries. The Commissioners voted as follows:

FOR:

David Randolph
Larry Epps
Bob Duncan
Jim Martin
Scott McCanless
Andy Honeycutt
Marson McCormick
Johnnie Wheeler
Anna Ruth Burroughs
Reggie Shanks
Joel Cowna

Mike Medley
Joe Trobaugh
Eris Bryant
Sue Neal
Dale Moss
Greg Rector
Kevin Maynard
Gene Mullins
Jere Mason
Bill Walker
Mike Atwood
Ron Chaffin

ABSENT

Jerry Ford

The Clerk announced that twenty-three (23) voted for, zero (0) against, and one (1) absent. The motion carried.

ANNOUNCEMENTS AND STATEMENTS

CITIZEN OF THE MONTH FOR DECEMBER 2009

Citizen of the month for December 2009: Tim Singleton

(SEE ATTACHED)

CITIZEN OF THE MONTH FOR DECEMBER 2009

TIM SINGLETON

Tim lives in Monterey and is the Minister at the Monterey Church of Christ. Tim has a special love and devotion for Monterey and its citizens.

Tim has been employed by the Tennessee Wildlife Resources Agency as a Game Warden for the past 22 years.

Tim is regarded highly in the Monterey community as a man you can count on especially to visit in times of sickness or just a friend in the time of need.

FOOTNOTE:

There is no employee of the month for December 2009.

MOTION RE: ADJOURN

Commissioner Anna Ruth Burroughs moved and Commissioner Joe Trobaugh seconded the motion to Adjourn.

The Chairman asked for a voice vote on the motion to adjourn. The motion carried.

FISCAL REVIEW COMMITTEE

TO: Putnam County Board of Commissioners
FROM: Kim Blaylock, County Executive
DATE: December 10, 2009
RE: Fiscal Review Committee Agenda

Listed below are items to be considered by the County's Fiscal Review Committee on Monday, December 14, 2009, at 5:00 p.m. in the County Commission Chambers at the Courthouse.

1. Consider Budget Amendments to the General Purpose School Fund.
2. Consider Budget Amendments to the County General Fund.
3. Any other business that needs to be reviewed by the Fiscal Review Committee.

Item #3 *Speed limit petition changes*

Motion: **Recommends approval of the changes to the Speed Limit petition as per the Road Committee.**

Made By: Martin
Seconded: Atwood

VOICE VOTE

APPROVED

Item #4 *Dekalb County mutual aid, as requested by Fire Chief Daryl Blair.*

Motion: **Recommends approval to allow Putnam County Fire Department to provide help to Dekalb County as needed and to ask Dekalb County to solve problems with their basic Emergency Services.**

Made By: Epps
Seconded: Burroughs

VOICE VOTE

APPROVED

Item #5 *Limited English Proficiency Plan*

Motion: **Recommends approval of the Limited English Proficiency Plan for Putnam County.**

Made By: Martin
Seconded: Burroughs

VOICE VOTE

APPROVED

Item #6 *Any other business*

NONE

ADJOURNED

PLANNING COMMITTEE

TO: Putnam County Board of Commissioners
FROM: Kim Blaylock, County Executive
DATE: December 10, 2009
RE: Planning Agenda

Listed below are items to be considered by the County's Planning Committee on Monday, December 14, 2009, at 6:00 p.m. in the County Commission Chambers at the Courthouse.

1. Election Commission's request to discuss precinct buildings that need some "attention" to meet minimum ADA standards.
2. Discuss County Clerk's request to re-consider an elevator for the newly renovated County Clerk's Office.
3. Discuss new changes to the Speed Limit Petition per Road Committee.
4. Discuss request for help from DeKalb County Fire Dept.
5. Discuss approval of Limited English Proficiency Plan.
6. Any other business that needs to be review by the Planning Committee.