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

1. Call to Order - Sheriff David Andrews

2. Invocation

3. Pledge to the Flag of the United States of America

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)
December 9, 2009

TO: 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....

[Signature]
Wayne Nabors
County Clerk
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
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)
TO: CHAIRMAN OF THE SPEED LIMIT STUDY COMMITTEE
PUTNAM COUNTY PLANNING COMMITTEE
C/O COUNTY EXECUTIVE

RE: REQUEST FOR SPEED LIMIT REVIEW

DATE: ____________________________

We, the undersigned property owners, residing on said road (MUST BE 18 years old or older and ONLY one signature per residence) of the ____________________________ (Road, lane ( __________ ) do hereby request the Speed Limit Committee review traffic conditions on our road between ____________________________ (Road, lane ( __________ ) and feel there is sufficient traffic congestion to warrant a speed limit reduction below 55 MPH.

NOTE: For consideration, this Petition must be signed by 75% of the addresses on said road.

Reason for changing speed limit: __________________________________________________________

_________________________________________  ____________________________________________
SIGNATURE                ADDRESS                TELEPHONE
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)
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

JGJ/jk
LIMITED ENGLISH PROFICIENCY PLAN
December 14, 2009
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.
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 a phone, ever video, or writing.

Home / Products & Solutions / Customer Service / Our Company / Contact Us / Careers / Need Interpreting Now?
News Room / Newsletter / Site Map / Privacy Policy / © 2009 Language Line Services. All Rights Reserved.
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 possible)

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 Interpreting Works
- Need an Interpreter Right Now
- List of Languages We Interpret and Translate
- Free White Paper "Interpreting Your Choices"
- Download Our Capability Brochure
- New! Download our "A Product" Brochure
- Your Information is Secure
- See How We Respond to Emergencies
Ready to Open An Account? Language Line Services Over-the-Phone Interpretation & Int...

--None--

General
Call Center
Emergency
Hospital

Phone Interpretation
Document Translation
Language Line University
Video Interpreter Service

Spanish
Mandarin
Cantonese
Korean

1-10
1-10
1. Arabic

2. Armenian

3. Bengali

4. Cambodian

5. Chamorro

6. Simplified Chinese

7. Traditional Chinese

8. Croatian

9. Czech

10. Dutch

11. English

12. Farsi
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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 the motion to approve the Budget Amendments to the General Purpose School Fund as presented.

(SEE ATTACHED)
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.
Putnam County, Budget Amendment / Line Item Transfer Authorization Form

Department: Special Education

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Explanation: 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.

Requested by: Melanie Bussell  
Supervisor

Reviewed by: Monte McHenry  
Business Manager OR Assistant Director for Personnel & Business

Action by Fiscal Review Committee: Recommended for Approval  
No Recommendation

Action by County Commission: Approved  
Not Approved

DATE: 12/3/09

Kathleen M. Ant 11-24-09
Official / Department Head

Date: 11/24/09
Putnam County Budget Amendment / Line Item Transfer Authorization Form

Department: Finance

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Total

3,767,600.00

Explanation: To reclassify Basic Education Program revenue and expense to specified ARRA code per Department of Education

Requested by: Mark McKay

Recommended for Approval: Kathleen M. Jant

Reviewed by: Chief Financial Officer

Action by Fiscal Review Committee: None Required

Action by County Commission: None Required
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

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

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

Action by County Commission: Approved
Not Approved

Date: ________
# Putnam County Budget Amendment/Line Item Transfer Authorization Form

**Department:** Circuit Court Clerk  
**Date:** December 9, 2009

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

**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**

**Action by County Commission:** Approved  
**Not Approved**

Date: ________
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
- 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

<table>
<thead>
<tr>
<th>RANDY B DALTON</th>
<th>ANDREA N LITTLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAMMY ENGLAND</td>
<td>TONYA MICHELLE MCBRIDE</td>
</tr>
<tr>
<td>SANDRA K FREEMAN</td>
<td>SHANNON PADGETT</td>
</tr>
<tr>
<td>BRENDA GENTRY</td>
<td>BARBARA A PALMER</td>
</tr>
<tr>
<td>NICHOLE GOOLSBY</td>
<td>DONNA ROBINSON</td>
</tr>
<tr>
<td>JOANE G HALL</td>
<td>JENNIFER THORNTON</td>
</tr>
<tr>
<td>MARGARET LANGFORD</td>
<td>SHERRY VELASQUEZ-PEREZ</td>
</tr>
<tr>
<td>ANGELA LEDBETTER</td>
<td>JOHN C WHITE</td>
</tr>
</tbody>
</table>
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      Mike Medley
Larry Epps          Joe Trobaugh
Bob Duncan          Eris Bryant
Jim Martin          Sue Neal
Scott McCanless     Dale Moss
Andy Honeycutt      Greg Rector
Marson McCormick    Kevin Maynard
Johnnie Wheeler     Gene Mullins
Anna Ruth Burroughs Jere Mason
Reggie Shanks       Bill Walker
Joel Cowna          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
MINUTES
December 14, 2009
Prepared by Deborah Francis

ROLL CALL

Bob Duncan Present    Greg Rector Present
Jerry Ford Present    Kevin Maynard Present
David Randolph Present    Bill Walker Present
Johnnie Wheeler Present    Ron Chaffin Present
Joe Trobaugh Present    Sue Neal Present
Andy Honeycutt Present    Joel Cowen Present

Item #1    School Amendments

Motion:    Recommends approval of budget amendments to the General Purpose School Fund as presented.

Made By:    Rector    VOICE VOTE    APPROVED
Seconded:    Ford

Item #2    Budget amendments to the County General Fund

Motion:    Recommends approval of budget amendments to the County General Fund in the amount of $2,530.00.

Made By:    Wheeler
Seconded:    Rector    VOICE VOTE    APPROVED

Item #3    Any other business

Fire Chief Daryl Blair Asked the Committee to approve for him to apply for a Homeland Security Firefighter Grant. This grant will provide funds for 5 full time firefighters in an amount of $162,500 per year for 2 years, BUT the county would have to fund the positions for the 3rd year. Friday is the deadline for this grant to be turned in.

Motion:    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.

Made By:    Wheeler    VOICE VOTE    APPROVED
Seconded:    Trobaugh

ADJOURNED

39
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.
PLANNING COMMITTEE
MINUTES
December 14, 2009
Prepared by Deborah Francis

Jim Martin Present
Scott McCanless Present
Reggie Shanks Present
Marson McCormick Present
Anna Ruth Burroughs Present
Larry Epps Present

Eris Bryant Present
Dale Moss Present
Jere Mason Present
Gene Mullins Present
Mike Atwood Present
Mike Medley Present

Item #1 Election Commission request for precinct buildings to be upgraded to ADA standards
Election Registrar Debbie Steidl went over the improvements needed at the precincts and also had a priority list.

Motion: Recommends approval that the Election Commission request for Improvements to Voting precincts be deferred to Land and Facilities Committee and for the ADA Committee meet along with them to recommend action to the Planning Committee.

Made By: Mullins
Seconded: Martin

VOICE VOTE
APPROVED

Item #2 County Clerk’s request for reconsideration of an elevator for the new building.

Motion: Recommends to NOT CHANGE the recommendation that was voted on in May to NOT add an elevator to the new building.

Made By: Mullins
Seconded: Martin

ROLL CALL VOTE
Yes No
Martin Epps
Bryant McCanless
Mullins McCormick
Mason Burroughs
Shanks Medley
Moss Atwood

MOTION FAILS

Motion: Recommends to the Full Commission the approval to add an elevator to the new County Clerk Building.

Made By: Epps
Seconded: Burroughs

ROLL CALL VOTE
Yes No
Martin Mason
Bryant
Mullins
Epps
McCanless
McCormick
Burroughs
Shanks
Medley
Moss
Atwood

MOTION APPROVED
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  VOICE VOTE  APPROVED
Seconded: Atwood

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  VOICE VOTE  APPROVED
Seconded: Burroughs

Item #5  Limited English Proficiency Plan
Motion: Recommends approval of the Limited English Proficiency Plan for Putnam County.
Made By: Martin  VOICE VOTE  APPROVED
Seconded: Burroughs

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.