



County Technical Assistance Service
INSTITUTE *for* PUBLIC SERVICE

County Officials E-News

March 2020

Volume 126



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Census 2020: Important Dates

The 2020 Census is upon us sooner than we thought! Time to prepare.



The results of the 2020 Census will help determine how hundreds of billions of dollars in federal funding flow into communities every year for the next decade. The Census will also determine congressional representation as well as state general assembly representation. Below is a timeline of recently completed and upcoming activities to help you stay informed.

2020

- » **January 21:** The U.S. Census Bureau starts counting the population in remote Alaska. The count officially begins in the rural Alaskan village of Toksook Bay.
- » **March 12 - 20:** Households will begin receiving official Census Bureau mail with detailed information on how to respond to the 2020 Census online, by phone, or by mail.
- » **March 30 - April 1:** The Census Bureau will count people who are experiencing homelessness over these three days. As part of this process, the Census Bureau counts people in shelters, at soup kitchens and mobile food vans, on the streets, and at non-sheltered, outdoor locations such as tent encampments.
- » **April 1:** Census Day is observed nationwide. By this date, every home will receive an invitation to participate in the 2020 Census.

Once the invitation arrives, you should respond for your home in one of three ways: online, by phone, or by mail. When you respond to the census, you'll tell the Census Bureau where you live as of April 1, 2020.

- » **April:** Census takers will begin visiting college students who live on campus, people living in senior centers, and others who live among large groups of people. Census takers also begin conducting quality check interviews to help ensure an accurate count.
- » **May - July:** Census takers will begin visiting homes that haven't responded to the 2020 Census to help make sure everyone is counted.
- » **December:** The Census Bureau will deliver apportionment counts to the President and Congress as required by law.

2021

- » **March 31:** By this date, the Census Bureau will send redistricting counts to states. This information is used to redraw legislative districts based on population changes.

For more information on the 2020 Census, please visit <https://2020census.gov/en.html>.

Trending Scams: Always Be Vigilant

Employment Scams Make the Rounds

Job scams continue to circulate in Tennessee. Here's an example reported recently to the Better Business Bureau's Scam Tracker:

After posting their resume on CareerBuilder, a consumer in the LaVergne area was contacted by a company offering to pay him \$800 per week to accept packages at his home and re-package and ship them to customers. After accepting the offer (and likely providing personal and/or financial info), the consumer never hear back from the "business." He did some research and found this opportunity to be a scam.

Remember, if it sounds too good to be true, it probably is. Be wary of great pay for little work and always research a company before providing them with your personal information. Find more [tips to avoid job scams here](#).

FTC Warns of Text Message Package Scam

Businesses should be aware of a text message scam that could target mail room staff, receptionists or other employees.

A scammer sends a text that may reference a UPS, USPS, or FedEx tracking notice. The text indicates there's a "delivery" that needs to be scheduled by clicking on a link. The link leads to an "Amazon" page which invites them to complete a customer satisfaction survey. They are then told they've won a free prize, but just need to input a credit number to cover shipping and handling.

It's another scam designed to get people to turn over their account information - or your company credit card number. If you get an unexpected text message, don't click on any links. If you think it could be legit, contact the company using a website or phone number you know is real. Find out more by viewing [this article from the Federal Trade Commission \(FTC\)](#).

Giving through a Charitable Annuity

Support the Institute for Public Service and CTAS through charitable gift annuities

The University of Tennessee (UT) Foundation is an interdependent nonprofit corporation that works to enrich the lives of the students, faculty, staff, alumni and friends of the University of Tennessee through alumni engagement, financial stewardship and private investments. While the majority of IPS programs are funded in part by state appropriations, private funding is vital to the enhancement of future programs. Initiatives such as the statewide public service internship program, additional training and scholarships for law enforcement personnel and the use of endowments to support consulting positions will require support from the private sector, individuals, associations, and foundations. One way to support our work at CTAS and IPS is through donations such as a charitable gift annuity.

A charitable gift annuity is a contract between a donor and a charity with the following terms: As a donor, you make a sizable

gift to charity using cash, securities, or possibly other assets. In return, you become eligible to take a partial tax deduction for your donation, plus you receive a fixed stream of income from the charity for the rest of your life.

A charitable gift annuity is intended to benefit both the charity, such as IPS and CTAS, while also maintaining income for the donor. As with any other life annuity, when the donor dies, the annuity payments to the donor are stopped. Unlike a traditional annuity, instead of an annuity writer (usually an insurer) keeping the balance of the premium, the charity retains the remaining funds as a gift. A charitable gift annuity is common with universities and other nonprofit organizations. In this instance, with a gift to IPS and CTAS, payments are backed by the [UT Foundation's](#) holdings, not just the assets donated.

Please contact Steve Thompson, IPS Assistant Vice President, at steve.thompson@tennessee.edu if you have an interest in a charitable gift annuity to support IPS and CTAS.



More Opportunities to Give to IPS

Did you know there are additional opportunities to show your support for IPS and CTAS?

Private donations are important to the UT Institute for Public Service as we rely upon partners and gifts to fund improvements to services and projects. Please consider how your contribution can matter most – whether it is impacting students and local governments through Public Service Internships, helping businesses identify innovative opportunities or funding facility upgrades to improve the training environment for government leaders and law enforcement professionals.

Visit the Give to IPS webpage at <https://www.ips.tennessee.edu/home/give-to-ips/> to learn more.





Kimberly Henry, CTAS Training Coordinator, teaches the COCTP course, Digital Workplace Distractions

k@te Tips: Status Check

Please take a moment to review k@te registration statuses and their meanings:

Status in K@TE	Meaning	Action Required for Change
Approved	You are NOT REGISTERED ; the class has been made available for you to register.	Log in to K@TE and click on the “ Register ” option to right of the class title in your active training.
No Show	You did not attend the class.	The only option is to archive the class.
Waitlisted	Registration is full; you do not have a guaranteed place on the roster .	Contact the CTAS Training Department with questions: ctas.training@tennessee.edu or 615-532-3555
In Progress	You have not completed all the requirements for your certification (due by June 30 of each year).	Contact the CTAS Training Department with questions: ctas.training@tennessee.edu or 615-532-3555
Pending Payment	You have a place on the roster, but your payment is outstanding . Grades cannot be posted until payment is processed.	Pay by check from the requested invoice (action in K@TE) or complete payment by credit card (also in K@TE).
Withdrawn	You are NOT REGISTERED ; you have been removed from the class.	If there are more dates/sessions available, you'll see the option to “Select Session” in K@TE.
Registered	You ARE REGISTERED and have a place on the roster.	Attend the class and sign in. The Training Department will update your status when the class maintenance is completed.
Certified	You have completed all the requirements for your certification.	No action needed.

COVID-19/ Coronavirus Preparation

March 2020

<http://www.ctas.tennessee.edu/covid19>



Photo by CDC on Unsplash

We have created a resource page on the CTAS website that contains a tremendous amount of information related to COVID-19: <http://www.ctas.tennessee.edu/covid19>. Be sure to keep up with our social media for more announcements including potential class cancellations.

Please use the following guidelines to keep yourself and others safe:

- Stay home when you are sick.
- Avoid shaking hands with others.
- Wash your hands regularly and frequently with warm, soapy water for at least 20 seconds. If soap is not available, an alcohol-based hand sanitizer is acceptable.
- Cover your mouth and nose with a bent elbow or with tissues whenever you cough or sneeze, then discard any used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.

TGFOA Awards Very First Carson Swinford Scholarship



L to R: Mrs. Patricia Clark, Khyra Clark, and Kimberly Henry

On March 12, 2020, the Tennessee Government Finance Officers Association (TGFOA) awarded its very first Carson Swinford Memorial Scholarship to Khyra Clark, daughter of CTAS Training Coordinator Kimberly Henry. Khyra is currently a freshman at the University of Memphis, majoring in finance.

This scholarship honors Carson Swinford who was the finance director for the City of Brentwood. He passed away in 2016 from bone cancer and TGFOA developed the scholarship to carry on his legacy of local government finance. Khyra was joined by her mother Kimberly Henry and grandmother Patricia Clark for the award presentation in Memphis at TGFOA's recent Spring Institute.

Upcoming Training

We will be rescheduling certain classes as the COVID-19 situation evolves. Decisions are made on a week by week basis. Please watch your email and our social media accounts for announcements.

Date	Title	Location	Duration
3/19/2020	*Rescheduled - TBA* Surviving Active Shooter Situations - Elective 4 credits	Murfreesboro	4.0
3/19/2020	*Rescheduled - TBA* TNAAO Regional Meetings - 4 hrs Recertification	Jackson	6.0
3/20/2020	*Rescheduled - TBA* TNAAO Regional Meetings - 4 hrs Recertification	Franklin	6.0
3/26/2020	Surviving Active Shooter Situations - Elective 4 credits	Johnson City	4.0
3/27/2020	Surviving Active Shooter Situations - Elective 4 credits	Knoxville	4.0
3/30/2020	HR Overview - CORE Credit	Jackson	4.0
3/31/2020 - 4/2/2020	High-Risk Prisoner Transport - POST #20-03	Memphis	27.0
3/31/2020	HR Overview - CORE Credit	Murfreesboro	4.0
4/7/2020	The Government Environment - COCTP - Core	Jackson	4.5
4/8/2020	The Government Environment - COCTP - Core	Murfreesboro	4.5
4/9/2020	The Government Environment - COCTP - Core	Cookeville	4.5
4/14/2020	The Government Environment - COCTP - Core	Johnson City	4.5
4/15/2020	The Government Environment - COCTP - Core	Knoxville	4.5
4/17/2020	Drug Fund Administration and Sensitive Property and Evidence	Collegedale	4.0
4/21/2020	Drug Fund Administration and Sensitive Property and Evidence	Knoxville	4.0
4/22/2020 - 4/24/2020	*POSTPONED* COCTP Capstone Event	Murfreesboro	16.5
4/22/2020	Drug Fund Administration and Sensitive Property and Evidence	Johnson City	4.0
4/24/2020	Drug Fund Administration and Sensitive Property and Evidence	Cookeville	4.0
4/24/2020	The Government Environment - COCTP - Core	Kimball	4.5
4/28/2020	Drug Fund Administration and Sensitive Property and Evidence	Franklin	4.0
4/29/2020	Drug Fund Administration and Sensitive Property and Evidence	Jackson	4.0
4/30/2020	Drug Fund Administration and Sensitive Property and Evidence	Memphis	4.0
5/6/2020 - 5/8/2020	COCTP Capstone Event	Murfreesboro	16.5
5/12/2020	Working with Internal and External Stakeholders - 4 Elective credits	Knoxville	4.0
5/13/2020	Working with Internal and External Stakeholders - 4 Elective credits	Jackson	4.0
5/14/2020	Working with Internal and External Stakeholders - 4 Elective credits	Murfreesboro	4.0
6/2/2020 - 6/4/2020	High-Risk Prisoner Transport - POST #20-03	Columbia	27.0
6/9/2020 - 6/11/2020	High-Risk Prisoner Transport - POST #20-03	Knoxville	27.0



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