

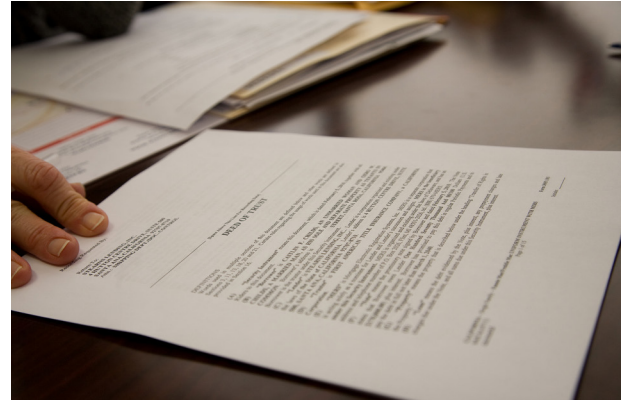
County Officials E-News

Promoting better county government through direct assistance to county officials and their associations.

Model Public Records Policy Resolution & Checklist Now Available

Last year the General Assembly passed Public Chapter 722 which requires all government entities to establish a written public records policy by July 1, 2017. This law also directs the Office of Open Records Counsel ("OORC") to establish a model policy.

In order to assist counties in complying with the requirements of Public Chapter 722, CTAS has prepared a form resolution for county legislative bodies that wish to adopt the OORC Model Policy as their public records policy. This form resolution provides that other county entities may adopt a separate policy for their individual department or office, or may accept the policy adopted by the county legislative body as their public records policy.



Since the OORC Model Policy requires county entities to make certain selections under the policy, we have also prepared a completion checklist. This checklist is designed to assist county legislative bodies or other county entities that wish to adopt separate policies in completing the OORC Model Policy.

Below are links to Public Chapter 722, the OORC Model Policy, the form resolution, and the completion checklist.

[Public Chapter 722](#)

[OORC Model Policy](#)

[Form Resolution to Adopt OORC Model Policy](#)

[OORC Model Policy Completion Checklist](#)

The OORC and your CTAS County Government Consultant are available to provide assistance with adopting the required written public records policy by July 1, 2017.

In This Issue:

Training Opportunities.....	page 2
Time Change May Bring Payroll Issue.....	page 3
FEMA Finalizes Pre-Disaster Recovery Planning Guide.....	page 3
Siting Telecommunications Facilities in County ROW.....	page 4
TNECD Grant Opportunity.....	page 5
County Spotlight: Haywood County.....	page 5
It's Budget Time!.....	page 6
2017 TPMA Conference Registration Open.....	page 6
Event Recap: Negotiation Skills.....	page 7

WE'RE
SOCIAL!



Connect with us today!



Training Opportunities

Strategic Planning

All classes 8:30 am - 12:30 pm

March 24 - Franklin

Scarlett Leadership Institute | 840 Crescent Center Dr., Ste 120

April 11 - Johnson City *(Class date has changed)*

Carnegie Hotel | 1216 W. State of Franklin

April 12 - Knoxville *(Class date has changed)*

UT Conference Center | 600 Henley St., 4th Floor

April 13 - Jackson *(Class date has changed)*

West Tennessee Research & Education Center | 605 Airways Blvd.

Professionalism in the Workplace

All classes 8:00am - 5:00pm

March 23 - Jackson

UT West TN Research & Education Center | 605 Airways Blvd.

March 30 - Knoxville

UT Conference Center | 600 Henley St., 4th Floor

April 26 - Clarksville

William O Beech Civic Hall | 350 Pageant Ln Suite 201

Capital Budget Workshop

All classes 8:30am - 12:30pm

April 5 - Dickson

The Renaissance Center | 855 TN-46

April 6 - Jackson

Jackson Energy Authority | 320 Hwy 45 Bypass

April 7 - Murfreesboro

DoubleTree Hotel | 1850 Old Fort Parkway

April 25 - Cleveland

Cleveland State Community College | 3535 Adkisson Drive

April 26 - Johnson City

Carnegie Hotel | 1216 W. State of Franklin

April 27 - Knoxville

UT Conference Center | 600 Henley St, 4th Floor

April 27 - Paris

Paris Convention Center Paris, TN | 1510 E. Wood Street

May 5 - Cookeville

E-911 Building | 700 County Services Drive

REGISTER TODAY!

Online:

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

By Email:

ctas.training@tennessee.edu

By Phone:

615-532-3555
(Ask for Training)

Participant Cancellation Policy

Please cancel 3 days prior to a class if you cannot attend. Expenses are incurred for our classes based on the number of registrations that we have in each class.

Class Cancellation Policy

Each class requires a minimum of 15 participants for the class to be held. Classes with less than 15 participants enrolled will be cancelled.

[Training](#) | [Calendar](#)

Time Change May Bring Payroll Issue

The switch to daylight saving time will occur at 2:00 a.m. on Sunday, March 12 this year. For most employees, this will make no difference in their normal working hours. However, if you have employees whose shifts span that time change, it will make a difference in their time. This is most likely to occur in sheriffs' offices, emergency services, and possibly highway departments. Payroll managers will need to make sure time is recorded accurately to reflect the actual number of hours worked for any employees who work during that time.

For more information, please contact your [County Government Consultant](#) or visit the DOL's Wage and Hour Division website: <https://www.dol.gov/whd/>.

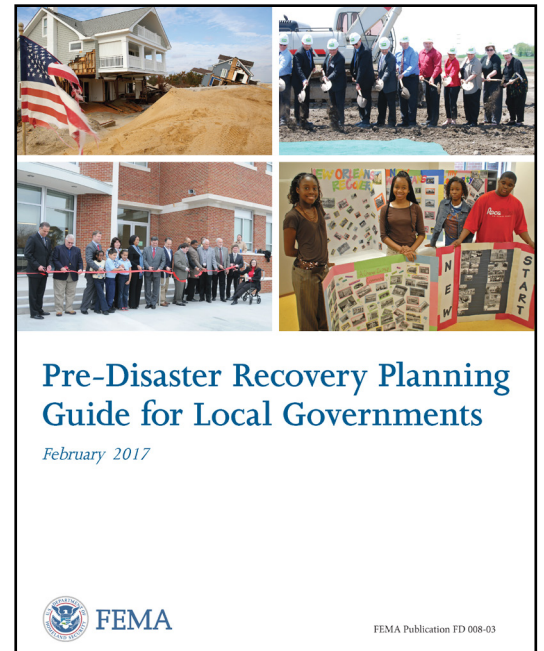


FEMA Finalizes Pre-Disaster Recovery Planning Guide for Local Governments

The Federal Emergency Management Agency (FEMA) finalized the Pre-Disaster Recovery Planning Guide for Local Governments. This guide is designed to prepare local governments for recovery efforts from future disasters by engaging with the whole community and planning for recovery activities that are comprehensive and long term. The guide also provides tools for public engagement and identifying existing recovery resources outside partnerships that could help local governments build resilience.

The [Pre-Disaster Recovery Planning Guide](#) was developed by the Community Planning and Capacity Building Branch as a component of the National Disaster Recovery Framework (NDRF), and is the second in a series of three. The Pre-Disaster Recovery Planning Guide for States was released at the end of 2016 and a guide for tribes is currently being developed.

You can view the Pre-Disaster Recovery Planning Guide for Local Governments [here](#).



Siting Telecommunications Facilities in the County Right-of-Way

Several counties have contacted CTAS about inquiries they have received concerning the proposed construction of wireless communications towers in the county right-of-way. These wireless communications towers, referred to as small cell towers or distributed antenna systems, are different than the larger towers (often referred to as “macro cells”) constructed on private property and thus require different regulations.

In order to adequately respond to these requests, we would advise counties to take a look at their zoning ordinances and determine whether the ordinances need to be updated to include provisions addressing the manner in which small cell towers and distributed antenna systems are sited within the county right-of-way. In revising your zoning ordinances, you should address issues such as maximum allowable height of these facilities, allowable distance between these facilities, design guidelines for the facilities, and any requirements that applicants justify why collocation is not possible prior to being allowed to construct new facilities in the right-of-way. For those counties that have not adopted zoning, the regulations can be adopted through the County Powers Act (T.C.A. § 5-1-118). Whether the regulations are part of a zoning ordinance or not, you should be sure to also consult with your county highway department in developing the regulatory procedures since these facilities will be constructed in the right-of-way.

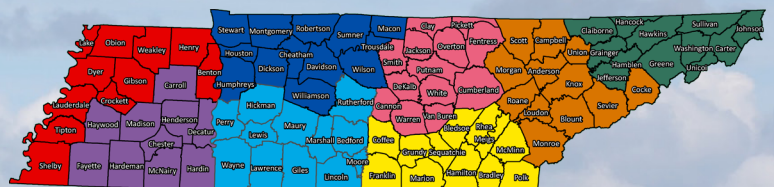
For an example of the types of regulations that can be adopted, [click here](#). That link will take you to Davidson County’s telecommunications zoning bill, which became effective November 25, 2016. While your county may not need to adopt regulations that comprehensive and complex, reviewing Davidson County’s new regulations should help you determine the issues that need to be addressed in your own zoning ordinance or stand-alone regulations.

With the ever-increasing demand for wireless services, the proliferation of these types of telecommunications facilities will only continue to increase. Thus, it is very important that counties have permits, applications and regulations in place to deal with these requests.

If you have any questions on this topic, please contact your CTAS County Government Consultant.

NEED HELP?

Call your County
Government Consultant
today!



TNECD Announces New Grant Program Targeting Distressed Communities

Tennessee Department of Economic and Community Development (TNECD) Commissioner Randy Boyd announced recently the availability of grants to assist in improving economic indicators in distressed counties.

The Asset Enhancement Grants are available to communities that completed the Asset-Based Planning process that was conducted last fall. To participate in this program, counties must have been designated as distressed in FY2016 or FY2017 based on the economic indicators of poverty rate, per capita income and unemployment rate.

Applications are due March 31st.

See more at: <http://www.tnecd.com/news/383/tnecd-announces-new-grant-program-targeting-distressed-communities/#sthash.ndXB6bKD.dpuf>



COUNTY SPOTLIGHT

Haywood County

County Seat: Brownsville

2010 Population: 18,787

County Government Consultant:

Bobby Phillips

bobby.phillips@tennessee.edu

The largest industry in Haywood County is agriculture. Haywood County grows more cotton than any other county in Tennessee and produced 189,000 bales in 2003 on 103,000 acres (420 km²). With its rich, fertile soil, the county's heritage began on the farm and several generations later, it remains on the farm. Soybeans are the county's #2 crop, followed by corn.

The most famous person to ever come from Haywood County was born under the name Annie Mae Bullock. Today she is known as Tina Turner. Her parents were poor farmers near Brownsville, and she was raised in the 1940s in the small town of Nutbush (a town she later wrote a song about). In the 1950s her musical career was launched when she became a backup singer for Ike Turner, who she later married and divorced.





REGISTER NOW!

April 18-21, 2017

2017 TPMA Conference - Chattanooga, Tennessee

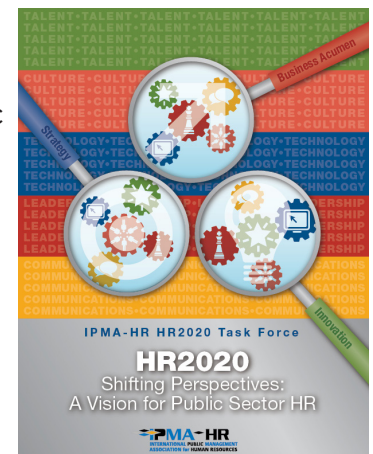
**On the Lookout for the Future of HR:
Keeping the Public Sector HR Profession on Track**



TPMA is known as the “Tennessee Personnel Management Association” and is the official Tennessee Chapter of the International Public Management Association for Human Resources (IPMA-HR). Its mission is to cultivate a collaborative environment that enhances HR best practices and professional development in the public sector.

This year’s conference is based on the [report produced by the HR 2020 Taskforce](#). The taskforce identified five focus areas – Leadership, Culture, Talent, Communications and Technology.

Who should attend: Any person working in a professional capacity in local government or quasi-governmental agency including (but not limited to): local governments, school boards, public hospitals, public utilities, elected officials, and other persons interested in public personnel administration are invited to attend.



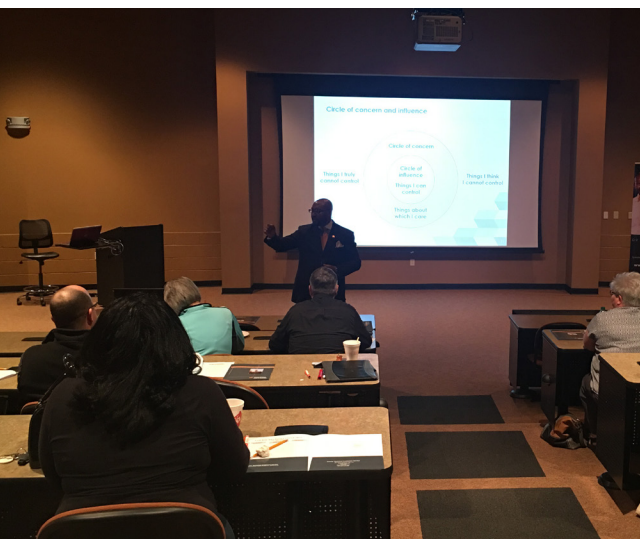
EVENT RECAP: In Case You Missed it

Each month, we will offer a review of events that county officials may not have been able to attend. When possible, we will also note if any event may be offered in the future.

Negotiation Skills

- *Taught by Dr. Rubin Cockrell, CEO of Positive Images and Association, a global firm specializing in education leadership, empowerment, and management consulting for clients in over 45 countries.*

People often see negotiation as a matter of sticking to your position while playing tug-o-war. But taking positions involves an emotional/ego component which can inevitably lead to a dead end in negotiation. This course provided the skills to prepare the right mindset, develop essential communication skills, and identify strategies to deftly handle any tricks that may occur in negotiating personal or business issues.



[See more photos on Facebook!](#)



Missed These Classes?

To sign up for CTAS County Officials Certificate Training Program (COCTP) training classes, please visit our Training webpage at <http://ctas.tennessee.edu/content/training>. We offer classes on a variety of topics including budgeting, personnel, office management, and general county government operations.



County Technical Assistance Service
INSTITUTE FOR PUBLIC SERVICE

226 Capitol Boulevard, Suite 400 Nashville, TN 37219
(615) 532-3555 ctas.eneews@tennessee.edu