



County Technical  
Assistance Service

INSTITUTE *for* PUBLIC SERVICE

# 2022 County Officials Orientation Program

August 22-26 • Embassy Suites • Franklin

August 2022

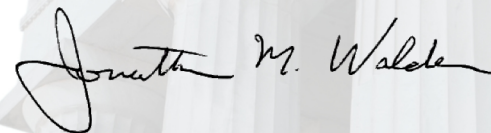
Welcome to the 2022 County Officials Orientation Program (COOP)! This event is sponsored by County Technical Assistance Service (UT CTAS), an agency of the University of Tennessee Institute for Public Service. UT CTAS provides technical assistance covering a wide variety of county government topics as well as resourceful and timely training to county officials across the state.

The purpose of this conference is to prepare you to take office September 1. Throughout your time with us this week, you will receive general information pertaining to county government in Tennessee, as well as specific information about the office to which you have been elected.

Sessions will be presented and facilitated by UT CTAS staff along with elected and appointed state officials. This program provides an agenda and biographical information on the key university and county association personnel with whom county officials may interact during their tenure in county government.

Congratulations on your election! We look forward to working with you throughout your career in county government.

Sincerely,

A handwritten signature in black ink, reading "Jon M. Walden". The signature is fluid and cursive, with the first name "Jon" being the most prominent.

Jon Walden  
UT CTAS Executive Director

# Opening General Session

## Birch-Chestnut

### Monday, August 22

for Mayors/Executives, Highway Officials,  
& Commissioners

- 1:00 pm Welcome & Introductions | *Jon Walden, UT CTAS Executive Director*
- 1:15 pm Presentation of the Colors
- 1:20 pm Invocation
- 1:25 pm University of Tennessee Welcome
- 1:45 pm Association Welcome
- 2:00 pm UT CTAS Services
- 2:30 pm Overview of Offices/Basis of Authority/Oaths & Bonds | *Kristy Godsey Brown, UT CTAS Manager of Legal Services*
- 3:00 pm Break | *in Hallway*
- 3:30 pm Open Meetings/Public Records | *Jeff Metzger, UT CTAS Legal Consultant*
- 4:00 pm Personnel Issues | *Laylah Smith, UT CTAS Legal Consultant*
- 4:30 pm Ethics & Conflicts of Interest | *Stephen Austin, UT CTAS Legal Consultant*
- 5:00 pm Adjourn | *Dinner on your own*

### Wednesday, August 24

for Clerks of Court, County Clerks,  
Registers of Deeds, & Trustees

### BREAKOUT SESSIONS

#### Tuesday, August 23

for Mayors/Executives, Highway Officials,  
& Commissioners

- 8:00 am County Mayors/  
Executives  
*Hickory-Maple-Oak*
- 8:00 am County Highway Officials  
*Azalea-Iris-Magnolia*
- 8:00 am County Commissioners  
*Birch-Chestnut*
- 12:00 pm Lunch | *Served in  
Breakout Room*
- 5:00 pm Adjourn

### BREAKOUT SESSIONS

#### Thursday, August 25

for Clerks of Court, County Clerks,  
Registers of Deeds, & Trustees

- 8:00 am Clerks of Court  
*Chestnut-Poplar*
- 8:00 am County Clerks  
*Birch*
- 8:00 am Registers of Deeds  
*Azalea-Iris-Magnolia*
- 8:00 am Trustees  
*Hickory-Maple-Oak*
- 12:00 pm Lunch | *Served in  
Breakout Room*
- 5:00 pm Adjourn





**RANDY BOYD** was appointed president of the University of Tennessee by the UT Board of Trustees March 27, 2020, following a 16-month period as interim president. Boyd took office Nov. 22 following the retirement of UT President Joe DiPietro. As UT's 26th president, Boyd serves as the chief executive officer of a statewide university system. The flagship campus in Knoxville includes the Space Institute in Tullahoma and the statewide Institute of Agriculture. The UT System also includes campuses in Chattanooga, Pulaski and Martin; the Health Science Center in Memphis; and the Institute of Public Service. The UT System manages Oak Ridge National Laboratory through its UT-Battelle partnership.

Boyd is the founder of Radio Systems Corp., a Knoxville-based business, with more than 800 employees; offices in six countries; and produce pet-related products under

the brand names PetSafe, Invisible Fence and SportDOG. He also serves as chairman of Boyd Sports and is the owner of the Tennessee Smokies, Johnson City Cardinals, Greenville Reds and Elizabethton Twins and part owner of the Memphis Redbirds.

Boyd served as chairman of the Tennessee Higher Education Commission and as commissioner of the Tennessee Department of Economic and Community Development. He was a founder and co-chair of the Governor's Rural Taskforce, which exists to help state government and industry leaders find solutions to the biggest challenges facing rural Tennessee.

Boyd also served as Gov. Bill Haslam's special adviser for higher education. He was the architect for Tennessee Promise and Drive to 55 and was the founder and chairman of Tennessee Achieves—all initiatives aimed at increasing the number of Tennesseans with post-secondary degrees to 55 percent by 2025 and decreasing financial hardship for Tennesseans pursuing degrees.

Through his philanthropy, Boyd also supports the Boyd Center for Business and Economic Research and the Anderson Center for Entrepreneurship and Innovation's Boyd Venture Challenge seed grant program for student entrepreneurs, both through the Haslam College of Business at UT Knoxville.

Boyd is the first in his family to graduate from college. He earned a bachelor's degree in business with an emphasis on industrial management from UT Knoxville. Boyd also earned a master's degree in liberal studies with a focus on foreign policy from the University of Oklahoma.

Boyd and his wife, Jenny, live in Knoxville. They have two children and two grandchildren.



**DR. HERB BYRD III** is vice president of public service at the University of Tennessee. After attending Harding College (Searcy, AR) for two years, Byrd received his bachelor's degree in Animal Science, master's degree in reproductive physiology and PhD in educational leadership, all from the University of Tennessee. Most of his professional career has been spent with his alma mater in UT Extension.

Byrd began his Extension career in 1984 as a 4-H agent in Monroe County. He then worked in McMinn County for seven years in adult agriculture & resource development while serving as county director. In a two-year stint away from UT Extension, Byrd was a vice president with Lads to Leaders, Inc. where he conducted workshops teaching adults how to teach leadership skills to youth.

After returning to UT Extension's state office in 1998, Byrd was responsible for recruitment, personnel, and civil rights and served as UT Extension's affirmative action and EEO officer. In addition, he was also the director of the Extension Evaluation and Staff Development department, organized July 1, 2003. Before his appointment as interim vice president of the Institute for Public Service, he was also the human resources officer for the Institute for Agriculture. Byrd has served on the staff of the University of Tennessee's Leadership Institute since 1999.

*The Institute for Public Service (IPS) was created in 1971 by the UT Board of Trustees on the recommendation of former UT president Edward J. Boling, who had a vision to create an institute that would take university expertise to governments and industries across Tennessee, bringing technical assistance, research, consulting services, information and training to Tennessee citizens. IPS became the umbrella organization for UT CTAS when it was created in 1973.*



**JON WALDEN** is executive director of County Technical Assistance Service (UT CTAS), an agency of the University of Tennessee Institute for Public Service. He has been with UT CTAS since October 1993, serving as an administrator of information technology prior to becoming manager of information technology & environmental services in 2002. He was named interim executive director June 1, 2020, and selected as executive director on December 1, 2021.

Before joining UT CTAS, Walden was a programmer analyst with Columbia State Community College. He holds a bachelor's degree in computer science from Tennessee State University and a master of arts in leadership and public service from Lipscomb University.

*UT CTAS was created by the Tennessee General Assembly in 1973 at the urging of county officials and their organization, the Tennessee County Services Association (TCSA). County officials wanted an agency to provide prompt, accurate technical assistance on a daily basis to Tennessee's 95 counties.*



# Tennessee County Services Association

The Tennessee County Services Association (TCSA) offers a broad range of management and intergovernmental relations through its technical, financial, and advocacy services.

[www.tncounties.org](http://www.tncounties.org)



**DAVID CONNOR** is executive director of the Tennessee County Officials Association (TCSA), a position he has held since January 2014. TCSA is a non-partisan, non-profit public interest group representing county mayors/executives, county commissioners, and highway officials from the state's 95 counties. TCSA is an umbrella organization that includes affiliate associations - Tennessee County Commissioners Association (TCCA), Tennessee County Highway Officials Association (TCHOA), and Association of County Mayors of Tennessee (ACM).

Prior to coming to TCSA, Connor was the executive director of TCCA from 2007-2013. He previously served as a member of the legal staff of the County Technical Assistance Service (UT CTAS) for over a decade before joining TCCA. He received his bachelor's degree from

Rhodes College in Memphis in political science and a law degree from Vanderbilt University. He also has previous experience working as an elections attorney for the Division of Elections in the Secretary of State's office.



**BRETT HOWELL** is executive director of the Tennessee County Highway Officials Association (TCHOA), a nonpartisan, non-profit public service organization representing the goals and objectives of elected and appointed county highway officials in all 95 Tennessee counties. Howell previously served as communications specialist at UT CTAS for more than 26 years, working closely with county associations representing county highway officials, county mayors and county commissioners during that time with state budget analysis, the legislative process, and meeting and communications planning. He received his bachelor's degree from Tennessee Technological University in 1990 and his master's degree in public administration in 2003 from Tennessee State University. Howell received the professional designation of Certified Public Manager from the UT Institute for Public Service Naifeh Center for

Executive Leadership. He began his current position at TCHOA in July 2021.



**CHARLIE CURTISS** is executive director of the Tennessee County Commissioners Association (TCCA), an association representing the elected legislative bodies of Tennessee's 95 county and metropolitan governments. The association is dedicated to promoting more efficient county government and representing the interest of counties before the General Assembly and the various departments and agencies of state government. TCCA is an affiliate partner with TCSA, TCHOA, and ACM.

Prior to being named TCCA executive director, Curtiss served in the Tennessee House of Representatives from 1994-2013. A Marine Corps veteran, Charlie became involved in community service when he was named chief of the Cassville Volunteer Fire Department. That led to his election to a term on the White County commission and ultimately to a term as county executive.



**Association of County Mayors** has been an affiliate member organization of the Tennessee County Services Association since its inception in 1954. ACM was chartered to serve the needs of Tennessee's County Mayors at the State Capitol. ACM and its staff serve as a liaison between the highest elected county officials in the state as a group, and the Governor's office, the state legislature, numerous state government agencies and other county and municipal organizations. Over the years ACM has been very active in advocating legislation to streamline county government, save county tax dollars, promote local autonomy, and further and more clearly define the authority of the office of County Mayor.

# County Officials Association of Tennessee

The County Officials Association of Tennessee (COAT) is an advocate, voice, and resource for officials from all counties across the state.

[www.tncountyofficials.com](http://www.tncountyofficials.com)



**RODNEY ARCHER** is executive director of the County Officials Association of Tennessee (COAT). Archer began at COAT on June 1, 2017, after being in his third term as an Anderson County Trustee. He earned his bachelor's degree in economics from the University of Tennessee in 2003.

After earning his degree he was elected to the Anderson County Commission in 2002 and elected county trustee in 2006. In 2010 he was elected the east Tennessee trustee of the year and in 2015 he was recognized as the statewide trustee of the year. Archer has served as a board member, a legislative chairman, secretary, and treasurer of COAT.



COUNTY  
OFFICIALS  
ASSOCIATION OF  
TENNESSEE





CTAS

**Promoting**

*better county  
government*

**through direct technical  
assistance to county officials  
and their associations**

**County Technical Assistance Service**

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