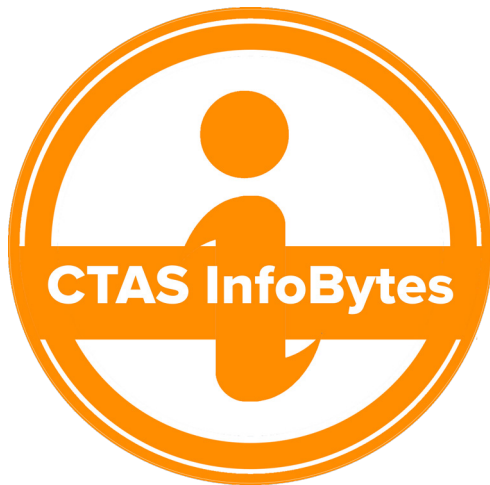




# County Technical Assistance Service INSTITUTE FOR PUBLIC SERVICE COUNTY OFFICIALS E-NEWS

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

September 2016 | Volume 84



[Visit CTAS InfoBytes](#)

## Learning in Less Than 15 Minutes!

What is an InfoByte? It's a short presentation on a topic of interest to county officials. A new InfoByte, titled [Bonds or Insurance?](#), has been posted on the change to T.C.A. § 8-19-101 that allows counties to obtain an insurance policy to insure the lawful performance of their fiduciary duties and responsibilities by the officials and employees listed in the policy.

There are three new economic development InfoBytes: one that [defines economic development](#), one on the topic of [retail](#), and one on the topic of [tourism](#). Another InfoByte posted earlier this year titled [Why Don't We Govern Together?](#) describes the two methods for city-county consolidation. There are also InfoBytes available on ethics, budgeting, personnel, and public safety topics. If you've got a little bit of time, you can learn a little bit of information by checking out an InfoByte!

## Guide to Using e-Li: Tips and Tricks for Searching

Have you ever needed to find information about a topic and knew it was contained in our electronic library, e-Li, but couldn't find it? If you've had trouble searching, worry no more! We have created a handy guide for using the search function in e-Li to help you locate information. This guide also includes a brief introduction to the components of e-Li and how to print or save information found within.

The guide is available on our website at <http://ctas.tennessee.edu/sites/default/files/e-Li%20handout.pdf>. Check out e-Li on our website, too, at <http://ctas-eli.ctas.tennessee.edu>.

Give us a call at (615) 532-3555 if you have any questions or need further assistance in using e-Li.



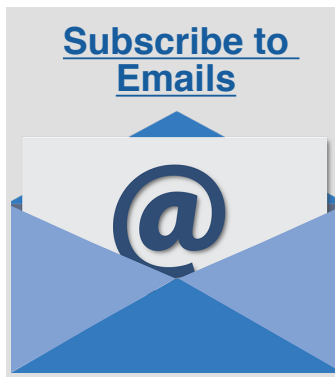
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## Fear of Missing Out? Subscribe to Our Emails!

We want you to be included! CTAS and your respective associations often send important information through our email distribution system.

Not subscribed? Click [HERE](#) to be added to our distribution list!



## COCTP Fees: What You Need to Know

### \$300 Enrollment Fee

This fee is paid to enroll in the COCTP. There is an Enrollment Invoice on the CTAS Training webpage [www.ctas.tennessee.edu](http://www.ctas.tennessee.edu). Select Training and then Forms to access the Enrollment Invoice.

The training department will begin enforcing the policy for the \$300 COCTP enrollment fee. Beginning September 30, 2016, participants will only be allowed to retain credit for classes passed within 180 days of paying the COCTP enrollment fee. Prior to September 30, 2016, anyone who pays the enrollment fee will be granted credit for all classes passed.

If you plan to enroll in COCTP and want credit for classes taken more than 180 days ago, you must pay your \$300 COCTP enrollment fee before September 30, 2016.

### \$300 Capstone Fee

This is a one-time fee paid to attend the Capstone Event. You will receive a letter from CTAS notifying you of your eligibility, which will include an invoice for the event.

### \$100 Recertification Fee

This fee is assessed on a yearly basis to all officials and employees who obtain the Certified Public Administrator designation. It is valid for one year and must be paid by September 1st of each year.

See the [COCTP brochure](#) for more information about the program.

Contact Training with any questions:  
(615) 532-3555 or  
[ctas.training@tennessee.edu](mailto:ctas.training@tennessee.edu)



## County Spotlight Coffee County



**County Seat: Manchester**  
**Population: 52,796**  
**County Government Consultant:**  
**Gary Hayes**  
[gary.hayes@tennessee.edu](mailto:gary.hayes@tennessee.edu)

The Coffee County community of Tullahoma contains the world's largest experimental wind tunnel, a part of the Arnold Engineering Design Center (AEDC). The test facilities can simulate flight conditions from sea level to space and as high as twenty times the speed of sound. Aerospace engineers come from all over the country to do research here.

The Bonnaroo Music Festival has become an annual event in Coffee County. With the purchase of 530 acres in the pristine countryside of Coffee County, the festival is here to stay. In addition to making Manchester Tennessee's largest city during this four-day event, the music and arts festival creates a staggering economic impact on Coffee County and the surrounding counties.

For more information, please visit:  
[www.tnhistoryforkids.org](http://www.tnhistoryforkids.org)

## Upcoming Training Opportunities

### Environmental Programs from the County Perspective

8:30 a.m. to 12:30 p.m. local time

Sept 20 – Jackson Energy Authority

Sept 21 – Doubletree Hotel, Murfreesboro

### Ethics

8:30 a.m. to 12:30 p.m. local time

Sept 27 – UT Conference Center, 4th Floor, Knoxville

Oct 7 – Doubletree Hotel, Murfreesboro

Oct 20 – Madison County Regional Health, Jackson



### TCCA Regional Meeting

6:00 p.m. to 8:00 p.m. local time

Sept 20 – Catfish House, Springfield

Sept 22 – Henry Horton State Park, Buchanan

### TCSA Fall Conference & Trade Show

Oct 12 to Oct 14 – Gaylord Opryland Resort and Convention Center, Nashville

[Registration & Conference Information](#)

### COAT Annual Conference

Nov 9 to Nov 11 – Embassy Suites, Murfreesboro

**CTAS Training | (615) 532-3555 | [CTAS Training](#) | [ctas.training@tennessee.edu](mailto:ctas.training@tennessee.edu)**

### TACIR Releases New Report on Public Infrastructure Improvement Needs

The report, [Building Tennessee's Tomorrow](#), provides two types of information: (1) infrastructure improvements that need to be in some stage of development between July 1, 2014 through June 30, 2019 and (2) the condition of existing elementary and secondary (K-12) public school buildings.

Visit the TACIR website to learn more: <https://www.tn.gov/tacir/section/tacir-infrastructure>.

TN

### Spoofing & Phishing: Email Security Tips

It's important to be vigilant when checking your email. There are a couple techniques that scammers are using to steal your information. [Click here to continue reading...](#)

Computer  
Security



**County Technical  
Assistance Service**

**INSTITUTE FOR  
PUBLIC SERVICE**

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County Officials E-News is published every month to bring important information to county officials. For any questions or comments about the newsletter, please send Liz Gossett, CTAS E-Media & Information Specialist, an email at [liz.gossett@tennessee.edu](mailto:liz.gossett@tennessee.edu).