

COUNTY OFFICIALS E-NEWS

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



Internal Controls: Information Coming Soon!

The Financial Integrity Act

2015 Public Chapter 112
Internal Controls for Local Governments
SB 413 – HB 187

You may have heard by now each county government office will be required to have up-to-date internal controls by the end of the current fiscal year. Public Chapter 112 amends T.C.A. § 9-18-102, effective June 30, 2016, to **require local governments to establish and maintain internal controls to provide reasonable assurance that obligations and costs are in compliance with applicable law; funds, property and other assets are safeguarded against waste, loss, and unauthorized use or misappropriation; and revenues and expenditures are properly recorded and accounted for to allow for accurate and reliable financial reports and to maintain accountability over assets.**

In an effort to help county officials satisfy the requirements of Public Chapter 112, CTAS will be providing training after the first of the calendar year. Each office is required to have documented internal controls in place by June 30, 2016. Please note, CTAS will not be creating a model policy. In this instance, model policies will not properly address the vast differences in how each office addresses the various areas that need to be documented. Also, due to the number of offices requiring documentation of internal controls, CTAS will not be able to write individual policies for officials.

The CTAS staff has developed the following internal controls toolkit: (1) internal controls checklist, (2) internal controls assessment and (3) segregation of duties checklist. In addition to this tool box, CTAS staff is developing a 4-hour internal controls class. The CTAS Training Department is currently confirming dates and facilities for statewide training in 2016. Please watch your email for dates, locations and times. We hope to see you there!



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County Spotlight

Warren County



County Seat: McMinnville

Population: 39,839

County Government Consultant:

Ben Rodgers

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Warren County and McMinnville, specifically, are known as the Nursery Capital of the World. The county is home to over 300 nurseries in and around McMinnville. The county's geographic location is perfect for growing a variety of plants and trees.

Warren County is also home to several saltpeter (potassium nitrate) mines. Saltpeter is the main ingredient of gunpowder and was obtained from crystallized deposits and bat guano found in caves. Most saltpeter mining occurred during the War of 1812 and the Civil War, when creating gunpowder was at an all-time high. Hubbards Cave, near Camp Woodlee, was a major saltpeter mine. Henshaw Cave on Cardwell Mountain (now part of Cumberland Caverns) and Solomon Saltpeter Cave on Ben Lomond Mountain were smaller mines.

For more information, visit <http://www.tnhistoryforkids.org>

Renewal Conference (Certified Public Administrators Only)

2015 COCTP Renewal Conference
16 Recertification Credits
Current Certified Public Administrators ONLY



The annual COCTP Renewal Conference with sessions on leadership and management will be held at the Drury Plaza Hotel (1874 W. McEwen Dr., Franklin, TN 37067).

Sessions start on Wednesday December 2, 2015 at 1:00 p.m. and end on Friday December 4, 2015 at 12:00 p.m.

- Session 1 Wednesday December 2nd 1:00 p.m. - 5:00 p.m.
- Session 2 Thursday December 3rd 8:00 a.m. - 12:00 p.m.
- Session 3 Thursday December 3rd 1:00 p.m. - 5:00 p.m.
- Session 4 Friday December 4th 8:00 a.m. - 12:00 p.m.

[Click on this link for a registration form.](#) Fill out and fax to CTAS Training at 615-532-3659. You may also scan and email the registration form to ctas.training@tennessee.edu.

Hotel rooms are available at the Drury Plaza Hotel at a conference rate of \$107.00 (State Rate) using code COCTP: Annual Renewal. The conference rate reservation cutoff is Monday, November 9, 2015. Please call 1-800-325-0720 to make a reservation.

The Knoxville and Jackson Renewal Conferences will not be offered this year. There will be other exciting training opportunities available for Spring 2016!

Upcoming Training Opportunities

DATE	TIME	TITLE	LOCATION
Dec 3	6:30pm EST	TCHOA Region I Meeting	Dandridge - The Point
Dec 8	11:30am CST	TCHOA Region III Meeting	Columbia - Elks Club
Dec 8	8:30am - 12:30pm CST	Customer Service Principles	Jackson - Madison County Fire Department Administrative Building
Dec 9	11:00am CST	TCHOA Region IV Meeting	Jackson - Doubletree Hotel
Dec 10	11:30am CST	TCHOA Region II Meeting	Manchester - Willow Brook Country Club
Dec 10	8:30am - 12:30pm CST	Customer Service Principles	Franklin - Embassy Suites
Dec 15	8:30am - 12:30pm EST	Customer Service Principles	Johnson City - Carnegie Hotel
Dec 16	8:30am - 12:30pm EST	Customer Service Principles	Knoxville - Bridgewater Place

CTAS Training | Events Calendar

New Round of Clean Tennessee Energy Grant Funding Announced

On November 3, Governor Bill Haslam and TDEC Commissioner Bob Martineau announced another offering of Clean Tennessee Energy Grants (CTEGs), totaling \$1.75 million to support energy efficiency projects for eligible entities, including municipal governments, county governments, utility districts and other entities created by statute in Tennessee.

Funding for the projects comes from an April 2011 Clean Air Act settlement with the Tennessee Valley Authority. Through a competitive grant process, CTEGs provide funding to eligible entities to purchase, install and construct renewable energy and energy conservation projects. The maximum grant amount per project is \$250,000 and requires a 50 percent match or more from the applicant.

Grant applications are available on TDEC's website and will be accepted until January 29th, 2016. Recipients will be announced during the summer of 2016. Grant recipients will be chosen based on the selection criteria addressed in the proposal. Additionally, entities that express innovative projects and a need for funding will receive higher consideration. To learn more about the Clean Tennessee Energy Grants or to obtain an application, please visit www.tn.gov/environment/grants_energy.shtml.

For additional questions please contact Kathy Glapa at (615) 253-8780 or Kathy.Glapa@tn.gov. Learn more on the [TDEC website](#).



Laws Effective January 1, 2016

Several public chapters that passed in the recent legislative session will become effective on January 1, 2016. The following document contains the list of these public chapters as well as a brief summary of each. Please contact CTAS with any questions at (615) 532-3555.

[2015 Index of Acts - Laws Effective January 1, 2016](#)



CTAS staff accept the Outstanding Public Official award on behalf of the late Don Johnson at the COAT 47th Annual Conference in Memphis. From left to right, top row: Doug Bodary, Chris Payne, Kim Clark, Malea Hinson, Kristy Brown, Gary Hayes, Steve Austin, Libby McCroskey, Jon Walden; bottom row: Jeff Metzger, Liz Gossett, Ben Rodgers, Robin Roberts, Wesley Robertson, Rick Hall, Marty Spears, Mike Galey.

Happy Thanksgiving!

CTAS is thankful for...

...our wonderful customers and partners in helping improve county government in Tennessee!

From your friends at...



County Technical Assistance Service
INSTITUTE FOR PUBLIC SERVICE



CTAS offices will be closed on Thursday, November 26 & Friday, November 27.

We will be back in action on Monday, November 30!

CTAS is Recruiting! We are currently looking for amazing people to fill the following positions. Do you know someone qualified and eager to help Tennessee counties? All positions are located in Nashville.

- [Budget and Finance Consultant](#)
- [Administrative Support Assistant III](#)
- [Administrative Intern - 1-year Appointment](#)
- [Administrative Intern - 6-month Appointment \(January 1 through June 30, 2016\)](#)



County Technical Assistance Service
INSTITUTE FOR PUBLIC SERVICE

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615-532-3555 | <http://www.ctas.tennessee.edu>

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.