

## RESOLUTION

No. 2021 / 10 / 01

To the HONORABLE Rick Brewer, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 25th day of October, 2021.

**RESOLUTION IN REF: TO APPOINT MARK DEWITTE AS CHAIRMAN OF THE  
HAWKINS COUNTY COMMISSION**

WHEREAS, the Chairman of the Hawkins County Commission is now due for appointment, beginning October 25, 2021; and

WHEREAS, Mark Dewitte, County Commissioner from the Fifth (5th) district is qualified to serve as Chairman of the Hawkins County Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED, that Mark Dewitte be appointed as Chairman of the Hawkins County Commission with the term being October 25, 2021 until the fourth (4) Monday in September 2022.

Introduced By Esq. Jason Roach

Seconded By Esq. \_\_\_\_\_

Date Submitted 10-12-21

Nancy Hillman  
County Clerk

By: \_\_\_\_\_

Chairman \_\_\_\_\_

Mayor \_\_\_\_\_

ACTION: YES NO ABSTAIN

Roll Call \_\_\_\_\_

Voice Vote \_\_\_\_\_

Absent \_\_\_\_\_

### COMMITTEE ACTION

\_\_\_\_\_

\_\_\_\_\_

MAYOR'S ACTION: Approved \_\_\_\_\_ Veto \_\_\_\_\_

## RESOLUTION

No. 2021 / 10 / 02

To the HONORABLE Rick Brewer, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 25th day of October, 2021.

RESOLUTION IN REF:                      NOMINATION OF RICK BREWER AS CHAIRMAN OF  
HAWKINS COUNTY COMMISSIONERS FOR 2021-2022  
YEAR TERM

WHEREAS, Rick Brewer has served as Chairman of the Hawkins County Commission and has all of the qualifications and knowledge to serve the members of the Hawkins County Commission as Chairman very well.

NOW, THEREFORE BE IT RESOLVED, that Rick Brewer be nominated and elected as Chairman of the Hawkins County Commission for the term beginning in October 25, 2021 and ending the 4<sup>th</sup> Monday in September, 2022

Introduced By Esq. Jeff Barrett

Seconded By Esq. \_\_\_\_\_

Date Submitted 10-12-21

  
County Clerk

By: \_\_\_\_\_

Chairman \_\_\_\_\_

Mayor \_\_\_\_\_

ACTION:    YES            NO            ABSTAIN

Roll Call    \_\_\_\_\_

Voice Vote    \_\_\_\_\_

Absent        \_\_\_\_\_

### COMMITTEE ACTION

\_\_\_\_\_

\_\_\_\_\_

MAYOR'S ACTION: Approved \_\_\_\_\_ Veto \_\_\_\_\_

RESOLUTION

No. 2021 / 10 / Q3

To the HONORABLE Rick Brewer, Chairman, and Members of the Hawkins County Board of Commissioners in Regular Session, met this 25<sup>th</sup> day of October 2021.

RESOLUTION IN REF:                      APPOINTMENT OF CHAIR PRO-TEMPORE OF HAWKINS  
COUNTY COMMISSION HANNAH WINEGAR

WHEREAS, the office of Chairman Pro-Tempore of the Hawkins County Commission is due to be filled; and

WHEREAS, Commissioner Hannah Winegar has the qualifications to carry out the duties of this office; and

NOW THEREFORE BE IT RESOLVED that Hannah Winegar be appointed as Chair Pro-Tempore of the Hawkins County Commission beginning October 25<sup>th</sup>, 2021, until the fourth Monday in September 2022.

Introduced by Esq. Mark DeWitte

Seconded by Esq. \_\_\_\_\_

Date Submitted 10-12-21

*Nancy L. Davis*  
County Clerk

By: \_\_\_\_\_

Chairman \_\_\_\_\_

ACTION:      AYE      NAY      PASSED

Roll Call      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Voice Vote      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Absent      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Committee Action      \_\_\_\_\_

Mayor \_\_\_\_\_

# RESOLUTION

No. 2021/10/04

To the HONORABLE RICK BREWER, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 25th day of October, 2021.

## RESOLUTION IN REF: APPROVAL OF CHANGE OF PAY FOR RECOVERY COURT COORDINATOR – Proposed Amendment

**WHEREAS**, the Hawkins County Personnel Committee met on September 24, 2021 and discussed the position of Recovery Court Coordinator, which is under the purview of the General Sessions Court Judge. During the meeting, it was discussed that this position is partially funded thru a grant from the Tennessee Department of Mental Health and Substance Abuse Services, with the remainder from County funds earmarked to provide treatment services to individuals with substance abuse issues. Currently, the Recovery Court Coordinator is on the pay scale as a pay grade 7. The Committee discussed that the position requires at least a bachelor's degree, as well as a vast array of duties, and there is concern that no one will desire the job, as the paygrade and qualifications/job duties are incompatible; and

**WHEREAS**, the recommendation to the full Hawkins County Commission is the following changes occur to the position of Recovery Court Coordinator:

1. That the position of Recovery Court Coordinator be removed from pay grade 7; and
2. That the position of Recovery Court Coordinator shall be placed on the pay scale as a pay grade 9; and
3. That the General Sessions Judge shall have the discretion to place the Recovery Court Coordinator at a pay within steps 1-4, at pay grade 9.

**THEREFORE, BE IT RESOLVED** that approval be given for the following:

1. That the position of Recovery Court Coordinator shall be removed from the pay scale, and the pay for the position shall be a pay grade 9, pay within steps 1-4, effective upon passage of this Resolution.

Introduced By Esq. Larry Clonce, Chairman, Personnel Comm.

Seconded By Esq. \_\_\_\_\_

Date Submitted 10-12-2021

Nancy L. Clonce  
County Clerk

By: \_\_\_\_\_

Chairman \_\_\_\_\_

Mayor's Action: \_\_\_\_\_  
Jim Lee, County Mayor

ACTION: AYE NAY PASSED

Roll Call \_\_\_\_\_

Voice Vote \_\_\_\_\_

Absent \_\_\_\_\_

COMMITTEE ACTION

\_\_\_\_\_

Approved \_\_\_\_\_ Veto \_\_\_\_\_

# RESOLUTION

No. 2021 1 10 1 05

To the HONORABLE RICK BREWER, Chairman, and Members of the Hawkins County Board of

Commission in Regular Session, met this 25th day of October, 2021.

**RESOLUTION IN REF: APPROVAL OF AN HOURLY MINIMUM WAGE RATE FOR COUNTY EMPLOYEES OF \$12 PER HOUR FOR FULL TIME EMPLOYEES AND \$10 PER HOUR FOR PART-TIME EMPLOYEES AND AN ADDENDUM TO THE COMPENSATION AND CLASSIFICATION PLAN POLICY TO INCLUDE THE MINIMUM WAGE RATE LANGUAGE**

WHEREAS, on September 24, 2021 the Personnel Committee met and discussed the minimum wage/salary rate for all county employees. The following motion was made and seconded:

"That all county employees, if full time shall make at least (\$12) twelve dollars per hour and if part-time shall make at least (\$10) ten dollars per hour."

WHEREAS, this will affect the salary scale in the following departments:

County Buildings... Custodial Staff  
Parks Department... Maintenance Staff  
Sr Citizen ..... Van Driver

Solid Waste... Convenience Center – Operator  
Recycle Center – Technician I & II  
Waste Truck Driver – New Hire

The amended salary scale is attached; and

WHEREAS, this will increase the General Fund and Solid Waste 2021-22 FY budgets by \$2,040.00 Full Time and \$669.00 Part-Time per semimonthly payroll, and

WHEREAS, the Hawkins County Employee Compensation and Classification Plan Policy shall be amended to include the following language under the Salary Plan section.

## Minimum Wage/Salary Rate

All minimum wage/salary rates for Hawkins County employees are as follows:

FULL TIME shall be no less than (\$12) twelve dollars per hour.

PART-TIME shall be no less than (\$10) ten dollars per hour.

This will be true for General Fund, Highway Fund and Solid Waste Fund employees.

THEREFORE, BE IT RESOLVED THAT approval be given to set the minimum wage/salary rate for all Hawkins County employees at (\$12) twelve dollars per hour for any Full-Time employee and (\$10) per hour for any Part-Time employees.

BE IT FURTHER RESOLVED THAT, approval be given for the following:

1. The amended Salary Scale which reflects the adjusted rates for the effected departments. (See attached)
2. The Hawkins County Employee Compensation and Classification Plan Policy, Salary Plan section be amended to include above referenced language.
3. The new wage rate becomes effective \_\_\_\_\_
4. No pay shall be issued until a budget amendment is passed to appropriate said increases.

Introduced By Esq: Larry Clonce Chrmn. Personnel Comm

ACTION: AYE NAY PASSED

Seconded By Esq. \_\_\_\_\_

Roll Call \_\_\_\_\_

Date Submitted 10-12-2021

Voice Vote \_\_\_\_\_

Nancy A. Clancy  
County Clerk

Absent \_\_\_\_\_

COMMITTEE ACTION

By: \_\_\_\_\_

Chairman \_\_\_\_\_

Mayor \_\_\_\_\_

Jim Lee, County Mayor

Mayor's Action: Approved \_\_\_\_\_ Veto \_\_\_\_\_

# Proposed

Based on 1820 Hours  
7 hr/day - 35 hr/wk

## Hawkins County, Tennessee 1-Jul-21

Pay Grade	Salary	Step 1 (0-1 YR)	Step 2 (1-2 YR)	Step 3 (2-3 YR)	Step 4 (3-4 YR)	Step 5 (4-5 YR)	Step 6 (5-6 YR)	Step 7 (6-7 YR)	Step 8 (7- 8 YR)	Step 9 (8-9 YR)	Step 10 (9-10 YR)
1	Yearly	21,840	21,840	21,840	21,840	21,840	21,840	21,840	21,840	21,840	21,840
	Monthly	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00
	Semi-Monthly	910.00	910.00	910.00	910.00	910.00	910.00	910.00	910.00	910.00	910.00
	Hourly	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
2	Yearly	21,840	21,840	21,840	21,840	21,840	21,840	21,840	21,840	21,840	21,840
	Monthly	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00
	Semi-Monthly	910.00	910.00	910.00	910.00	910.00	910.00	910.00	910.00	910.00	910.00
	Hourly	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
3	Yearly	21,840	21,840	21,840	21,840	21,840	21,840	21,840	22,539	23,263	23,984
	Monthly	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00	1,820.00	1,878.25	1,938.58	1,998.67
	Semi-Monthly	910.00	910.00	910.00	910.00	910.00	910.00	910.00	939.13	969.29	999.33
	Hourly	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.38	12.78	13.18
4	Yearly	21,840	21,840	21,840	21,840	22,403	23,199	23,995	24,791	25,587	26,382
	Monthly	1,820.00	1,820.00	1,820.00	1,820.00	1,866.92	1,933.25	1,999.58	2,065.92	2,132.25	2,198.50
	Semi-Monthly	910.00	910.00	910.00	910.00	933.46	966.63	999.79	1,032.96	1,066.13	1,099.25
	Hourly	12.00	12.00	12.00	12.00	12.31	12.75	13.18	13.62	14.06	14.50
5	Yearly	21,840	22,016	22,892	23,768	24,644	25,520	26,396	27,272	28,148	29,020
	Monthly	1,820.00	1,834.67	1,907.67	1,980.67	2,053.67	2,126.67	2,199.67	2,272.67	2,345.67	2,418.33
	Semi-Monthly	910.00	917.33	953.83	990.33	1,026.83	1,063.33	1,099.83	1,136.33	1,172.83	1,209.17
	Hourly	12.00	12.10	12.58	13.06	13.54	14.02	14.50	14.98	15.47	15.95
6	Yearly	23,254	24,217	25,180	26,143	27,106	28,069	29,032	29,995	30,958	31,922
	Monthly	1,937.83	2,018.08	2,098.33	2,178.58	2,258.83	2,339.08	2,419.33	2,499.58	2,579.83	2,660.17
	Semi-Monthly	968.92	1,009.04	1,049.17	1,089.29	1,129.42	1,169.54	1,209.67	1,249.79	1,289.92	1,330.08
	Hourly	12.78	13.31	13.84	14.36	14.89	15.42	15.95	16.48	17.01	17.54
7	Yearly	25,580	26,639	27,698	28,757	29,816	30,875	31,934	32,993	34,052	35,114
	Monthly	2,131.67	2,219.92	2,308.17	2,396.42	2,484.67	2,572.92	2,661.17	2,749.42	2,837.67	2,926.17
	Semi-Monthly	1,065.83	1,109.96	1,154.08	1,198.21	1,242.33	1,286.46	1,330.58	1,374.71	1,418.83	1,463.08
	Hourly	14.05	14.64	15.22	15.80	16.38	16.96	17.55	18.13	18.71	19.29
8	Yearly	29,417	30,635	31,853	33,071	34,289	35,507	36,725	37,943	39,161	40,382
	Monthly	2,451.42	2,552.92	2,654.42	2,755.92	2,857.42	2,958.92	3,060.42	3,161.92	3,263.42	3,365.17
	Semi-Monthly	1,225.71	1,276.46	1,327.21	1,377.96	1,428.71	1,479.46	1,530.21	1,580.96	1,631.71	1,682.58
	Hourly	16.16	16.83	17.50	18.17	18.84	19.51	20.18	20.85	21.52	22.19
9	Yearly	33,830	35,231	36,632	38,033	39,434	40,835	42,236	43,637	45,038	46,438
	Monthly	2,819.17	2,935.92	3,052.67	3,169.42	3,286.17	3,402.92	3,519.67	3,636.42	3,753.17	3,869.83
	Semi-Monthly	1,409.58	1,467.96	1,526.33	1,584.71	1,643.08	1,701.46	1,759.83	1,818.21	1,876.58	1,934.92
	Hourly	18.59	19.36	20.13	20.90	21.67	22.44	23.21	23.98	24.75	25.52
10	Yearly	38,904	40,515	42,126	43,737	45,348	46,959	48,570	50,181	51,792	53,405
	Monthly	3,242.00	3,376.25	3,510.50	3,644.75	3,779.00	3,913.25	4,047.50	4,181.75	4,316.00	4,450.25
	Semi-Monthly	1,621.00	1,688.13	1,755.25	1,822.38	1,889.50	1,956.63	2,023.75	2,090.88	2,158.00	2,225.13
	Hourly	21.38	22.26	23.15	24.03	24.92	25.80	26.69	27.57	28.46	29.34
11	Yearly	42,794	44,566	46,338	48,110	49,882	51,654	53,426	55,198	56,970	58,745
	Monthly	3,566.17	3,713.83	3,861.50	4,009.17	4,156.83	4,304.50	4,452.17	4,599.83	4,747.50	4,895.17
	Semi-Monthly	1,783.08	1,856.92	1,930.75	2,004.58	2,078.42	2,152.25	2,226.08	2,299.92	2,373.75	2,447.58
	Hourly	23.51	24.49	25.46	26.43	27.41	28.38	29.35	30.33	31.30	32.28
12	Yearly	47,074	49,023	50,972	52,921	54,870	56,819	58,768	60,717	62,666	64,619
	Monthly	3,922.83	4,085.25	4,247.67	4,410.08	4,572.50	4,734.92	4,897.33	5,059.75	5,222.17	5,384.58
	Semi-Monthly	1,961.42	2,042.63	2,123.83	2,205.04	2,286.25	2,367.46	2,448.67	2,529.88	2,611.08	2,692.29
	Hourly	25.86	26.94	28.01	29.08	30.15	31.22	32.29	33.36	34.43	35.50

# Proposed

Based on 1950 Hours

7.5 hr/day - 37.5 hr/wk

## Hawkins County, Tennessee

1-Jul-21

Pay Grade	Salary	Step 1 (0-1 YR)	Step 2 (1-2 YR)	Step 3 (2-3 YR)	Step 4 (3-4 YR)	Step 5 (4-5 YR)	Step 6 (5-6 YR)	Step 7 (6-7 YR)	Step 8 (7- 8 YR)	Step 9 (8-9 YR)	Step 10 (9-10 YR)
1	Yearly	23,400	23,400	23,400	23,400	23,400	23,400	23,400	23,400	23,400	23,400
	Monthly	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00
	Semi-Monthly	975.00	975.00	975.00	975.00	975.00	975.00	975.00	975.00	975.00	975.00
	Hourly	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
2	Yearly	23,400	23,400	23,400	23,400	23,400	23,400	23,400	23,400	23,400	23,400
	Monthly	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00
	Semi-Monthly	975.00	975.00	975.00	975.00	975.00	975.00	975.00	975.00	975.00	975.00
	Hourly	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
3	Yearly	23,400	23,400	23,400	23,400	23,400	23,400	23,400	24,146	24,921	25,696
	Monthly	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	2,012.17	2,076.75	2,141.33
	Semi-Monthly	975.00	975.00	975.00	975.00	975.00	975.00	975.00	1,006.08	1,038.38	1,070.67
	Hourly	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.38	12.78	13.18
4	Yearly	23,400	23,400	23,400	23,400	24,003	24,855	25,708	26,561	27,413	28,266
	Monthly	1,950.00	1,950.00	1,950.00	1,950.00	2,000.25	2,071.25	2,142.33	2,213.42	2,284.42	2,355.50
	Semi-Monthly	975.00	975.00	975.00	975.00	1,000.13	1,035.63	1,071.17	1,106.71	1,142.21	1,177.75
	Hourly	12.00	12.00	12.00	12.00	12.31	12.75	13.18	13.62	14.06	14.50
5	Yearly	23,400	23,588	24,526	25,464	26,402	27,341	28,279	29,217	30,155	31,093
	Monthly	1,950.00	1,965.67	2,043.83	2,122.00	2,200.17	2,278.42	2,356.58	2,434.75	2,512.92	2,591.08
	Semi-Monthly	975.00	982.83	1,021.92	1,061.00	1,100.08	1,139.21	1,178.29	1,217.38	1,256.46	1,295.54
	Hourly	12.00	12.10	12.58	13.06	13.54	14.02	14.50	14.98	15.46	15.95
6	Yearly	24,916	25,948	26,980	28,011	29,043	30,075	31,107	32,138	33,170	34,202
	Monthly	2,076.33	2,162.31	2,248.30	2,334.28	2,420.26	2,506.24	2,592.22	2,678.20	2,764.19	2,850.17
	Semi-Monthly	1,038.17	1,081.16	1,124.15	1,167.14	1,210.13	1,253.12	1,296.11	1,339.10	1,382.09	1,425.08
	Hourly	12.78	13.31	13.84	14.36	14.89	15.42	15.95	16.48	17.01	17.54
7	Yearly	27,407	28,542	29,677	30,812	31,947	33,082	34,217	35,352	36,487	37,622
	Monthly	2,283.92	2,378.50	2,473.08	2,567.67	2,662.25	2,756.83	2,851.42	2,946.00	3,040.58	3,135.17
	Semi-Monthly	1,141.96	1,189.25	1,236.54	1,283.83	1,331.13	1,378.42	1,425.71	1,473.00	1,520.29	1,567.58
	Hourly	14.05	14.64	15.22	15.80	16.38	16.97	17.55	18.13	18.71	19.29
8	Yearly	31,518	32,823	34,128	35,434	36,739	38,044	39,349	40,655	41,960	43,265
	Monthly	2,626.50	2,735.27	2,844.04	2,952.81	3,061.57	3,170.34	3,279.11	3,387.88	3,496.65	3,605.42
	Semi-Monthly	1,313.25	1,367.63	1,422.02	1,476.40	1,530.79	1,585.17	1,639.56	1,693.94	1,748.32	1,802.71
	Hourly	16.16	16.83	17.50	18.17	18.84	19.51	20.18	20.85	21.52	22.19
9	Yearly	36,246	37,747	39,248	40,749	42,250	43,752	45,253	46,754	48,255	49,756
	Monthly	3,020.50	3,145.59	3,270.69	3,395.78	3,520.87	3,645.96	3,771.06	3,896.15	4,021.24	4,146.33
	Semi-Monthly	1,510.25	1,572.80	1,635.34	1,697.89	1,760.44	1,822.98	1,885.53	1,948.07	2,010.62	2,073.17
	Hourly	18.59	19.36	20.13	20.90	21.67	22.44	23.21	23.98	24.75	25.52
10	Yearly	41,683	43,409	45,135	46,862	48,588	50,314	52,040	53,767	55,493	57,219
	Monthly	3,473.58	3,617.44	3,761.29	3,905.14	4,048.99	4,192.84	4,336.69	4,480.55	4,624.40	4,768.25
	Semi-Monthly	1,736.79	1,808.72	1,880.64	1,952.57	2,024.50	2,096.42	2,168.35	2,240.27	2,312.20	2,384.13
	Hourly	21.38	22.26	23.15	24.03	24.92	25.80	26.69	27.57	28.46	29.34
11	Yearly	45,851	47,750	49,649	51,548	53,447	55,345	57,244	59,143	61,042	62,941
	Monthly	3,820.92	3,979.16	4,137.40	4,295.64	4,453.88	4,612.12	4,770.36	4,928.60	5,086.84	5,245.08
	Semi-Monthly	1,910.46	1,989.58	2,068.70	2,147.82	2,226.94	2,306.06	2,385.18	2,464.30	2,543.42	2,622.54
	Hourly	23.51	24.49	25.46	26.43	27.41	28.38	29.36	30.33	31.30	32.28
12	Yearly	50,436	52,525	54,614	56,702	58,791	60,880	62,969	65,057	67,146	69,235
	Monthly	4,203.00	4,377.06	4,551.13	4,725.19	4,899.26	5,073.32	5,247.39	5,421.45	5,595.52	5,769.58
	Semi-Monthly	2,101.50	2,188.53	2,275.56	2,362.60	2,449.63	2,536.66	2,623.69	2,710.73	2,797.76	2,884.79
	Hourly	25.86	26.94	28.01	29.08	30.15	31.22	32.29	33.36	34.43	35.51

# Proposed

Based on 2080 Hours  
8 hr/day - 40 hr/wk

## Hawkins County, Tennessee 1-Jul-21

Pay Grade	Salary	Step 1 (0-1 YR)	Step 2 (1-2 YR)	Step 3 (2-3 YR)	Step 4 (3-4 YR)	Step 5 (4-5 YR)	Step 6 (5-6 YR)	Step 7 (6-7 YR)	Step 8 (7- 8 YR)	Step 9 (8-9 YR)	Step 10 (9-10 YR)
1	Yearly	24,960	24,960	24,960	24,960	24,960	24,960	24,960	24,960	24,960	24,960
	Monthly	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00
	Semi-Monthly	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00
	Hourly	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
2	Yearly	24,960	24,960	24,960	24,960	24,960	24,960	24,960	24,960	24,960	24,960
	Monthly	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00
	Semi-Monthly	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00
	Hourly	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
3	Yearly	24,960	24,960	24,960	24,960	24,960	24,960	24,960	25,755	26,582	27,409
	Monthly	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	2,146.25	2,215.17	2,284.08
	Semi-Monthly	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,073.13	1,107.58	1,142.04
	Hourly	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.38	12.78	13.18
4	Yearly	24,960	24,960	24,960	24,960	25,603	26,512	27,422	28,332	29,241	30,151
	Monthly	2,080.00	2,080.00	2,080.00	2,080.00	2,133.58	2,209.33	2,285.17	2,361.00	2,436.75	2,512.58
	Semi-Monthly	1,040.00	1,040.00	1,040.00	1,040.00	1,066.79	1,104.67	1,142.58	1,180.50	1,218.38	1,256.29
	Hourly	12.00	12.00	12.00	12.00	12.31	12.75	13.18	13.62	14.06	14.50
5	Yearly	24,960	25,161	26,162	27,162	28,163	29,163	30,164	31,164	32,165	33,165
	Monthly	2,080.00	2,096.75	2,180.17	2,263.50	2,346.92	2,430.25	2,513.67	2,597.00	2,680.42	2,763.75
	Semi-Monthly	1,040.00	1,048.38	1,090.08	1,131.75	1,173.46	1,215.13	1,256.83	1,298.50	1,340.21	1,381.88
	Hourly	12.00	12.10	12.58	13.06	13.54	14.02	14.50	14.98	15.46	15.94
6	Yearly	26,577	27,678	28,778	29,879	30,979	32,080	33,180	34,281	35,381	36,482
	Monthly	2,214.75	2,306.46	2,398.18	2,489.89	2,581.60	2,673.31	2,765.03	2,856.74	2,948.45	3,040.17
	Semi-Monthly	1,107.38	1,153.23	1,199.09	1,244.94	1,290.80	1,336.66	1,382.51	1,428.37	1,474.23	1,520.08
	Hourly	12.78	13.31	13.84	14.36	14.89	15.42	15.95	16.48	17.01	17.54
7	Yearly	29,234	30,445	31,656	32,866	34,077	35,288	36,499	37,709	38,920	40,131
	Monthly	2,436.17	2,537.06	2,637.96	2,738.86	2,839.76	2,940.66	3,041.56	3,142.45	3,243.35	3,344.25
	Semi-Monthly	1,218.08	1,268.53	1,318.98	1,369.43	1,419.88	1,470.33	1,520.78	1,571.23	1,621.68	1,672.13
	Hourly	14.05	14.64	15.22	15.80	16.38	16.97	17.55	18.13	18.71	19.29
8	Yearly	33,619	35,011	36,404	37,796	39,188	40,581	41,973	43,365	44,758	46,150
	Monthly	2,801.58	2,917.61	3,033.64	3,149.67	3,265.69	3,381.72	3,497.75	3,613.78	3,729.81	3,845.83
	Semi-Monthly	1,400.79	1,458.81	1,516.82	1,574.83	1,632.85	1,690.86	1,748.88	1,806.89	1,864.90	1,922.92
	Hourly	16.16	16.83	17.50	18.17	18.84	19.51	20.18	20.85	21.52	22.19
9	Yearly	38,662	40,263	41,864	43,466	45,067	46,668	48,269	49,871	51,472	53,073
	Monthly	3,221.83	3,355.27	3,488.70	3,622.14	3,755.57	3,889.01	4,022.44	4,155.88	4,289.31	4,422.75
	Semi-Monthly	1,610.92	1,677.63	1,744.35	1,811.07	1,877.79	1,944.50	2,011.22	2,077.94	2,144.66	2,211.38
	Hourly	18.59	19.36	20.13	20.90	21.67	22.44	23.21	23.98	24.75	25.52
10	Yearly	44,462	46,303	48,144	49,986	51,827	53,668	55,509	57,351	59,192	61,033
	Monthly	3,705.17	3,858.60	4,012.04	4,165.47	4,318.91	4,472.34	4,625.78	4,779.21	4,932.65	5,086.08
	Semi-Monthly	1,852.58	1,929.30	2,006.02	2,082.74	2,159.45	2,236.17	2,312.89	2,389.61	2,466.32	2,543.04
	Hourly	21.38	22.26	23.15	24.03	24.92	25.80	26.69	27.57	28.46	29.34
11	Yearly	48,908	50,933	52,959	54,984	57,010	59,035	61,061	63,086	65,112	67,137
	Monthly	4,075.67	4,244.45	4,413.24	4,582.03	4,750.81	4,919.60	5,088.39	5,257.18	5,425.96	5,594.75
	Semi-Monthly	2,037.83	2,122.23	2,206.62	2,291.01	2,375.41	2,459.80	2,544.19	2,628.59	2,712.98	2,797.38
	Hourly	23.51	24.49	25.46	26.43	27.41	28.38	29.36	30.33	31.30	32.28
12	Yearly	53,799	56,027	58,255	60,483	62,711	64,939	67,167	69,395	71,623	73,851
	Monthly	4,483.25	4,668.92	4,854.58	5,040.25	5,225.92	5,411.58	5,597.25	5,782.92	5,968.58	6,154.25
	Semi-Monthly	2,241.63	2,334.46	2,427.29	2,520.13	2,612.96	2,705.79	2,798.63	2,891.46	2,984.29	3,077.13
	Hourly	25.86	26.94	28.01	29.08	30.15	31.22	32.29	33.36	34.43	35.51



# Current

Based on 1820 Hours  
7 hr/day - 35 hr/wk

## Hawkins County, Tennessee 1-Jul-21

Pay Grade	Salary	Step 1 (0-1 YR)	Step 2 (1-2 YR)	Step 3 (2-3 YR)	Step 4 (3-4 YR)	Step 5 (4-5 YR)	Step 6 (5-6 YR)	Step 7 (6-7 YR)	Step 8 (7- 8 YR)	Step 9 (8-9 YR)	Step 10 (9-10 YR)
1	Yearly	14,438	15,036	15,634	16,232	16,830	17,428	18,026	18,624	19,222	19,821
	Monthly	1,203.17	1,253.00	1,302.83	1,352.67	1,402.50	1,452.33	1,502.17	1,552.00	1,601.83	1,651.75
	Semi-Monthly	601.58	626.50	651.42	676.33	701.25	726.17	751.08	776.00	800.92	825.88
	Hourly	7.93	8.26	8.59	8.92	9.25	9.58	9.90	10.23	10.56	10.89
2	Yearly	15,884	16,542	17,200	17,858	18,516	19,174	19,832	20,490	21,148	21,803
	Monthly	1,323.67	1,378.50	1,433.33	1,488.17	1,543.00	1,597.83	1,652.67	1,707.50	1,762.33	1,816.92
	Semi-Monthly	661.83	689.25	716.67	744.08	771.50	798.92	826.33	853.75	881.17	908.46
	Hourly	8.73	9.09	9.45	9.81	10.17	10.54	10.90	11.26	11.62	11.98
3	Yearly	17,471	18,195	18,919	19,643	20,367	21,091	21,815	22,539	23,263	23,984
	Monthly	1,455.92	1,516.25	1,576.58	1,636.92	1,697.25	1,757.58	1,817.92	1,878.25	1,938.58	1,998.67
	Semi-Monthly	727.96	758.13	788.29	818.46	848.63	878.79	908.96	939.13	969.29	999.33
	Hourly	9.60	10.00	10.40	10.79	11.19	11.59	11.99	12.38	12.78	13.18
4	Yearly	19,219	20,015	20,811	21,607	22,403	23,199	23,995	24,791	25,587	26,382
	Monthly	1,601.58	1,667.92	1,734.25	1,800.58	1,866.92	1,933.25	1,999.58	2,065.92	2,132.25	2,198.50
	Semi-Monthly	800.79	833.96	867.13	900.29	933.46	966.63	999.79	1,032.96	1,066.13	1,099.25
	Hourly	10.56	11.00	11.43	11.87	12.31	12.75	13.18	13.62	14.06	14.50
5	Yearly	21,140	22,016	22,892	23,768	24,644	25,520	26,396	27,272	28,148	29,020
	Monthly	1,761.67	1,834.67	1,907.67	1,980.67	2,053.67	2,126.67	2,199.67	2,272.67	2,345.67	2,418.33
	Semi-Monthly	880.83	917.33	953.83	990.33	1,026.83	1,063.33	1,099.83	1,136.33	1,172.83	1,209.17
	Hourly	11.62	12.10	12.58	13.06	13.54	14.02	14.50	14.98	15.47	15.95
6	Yearly	23,254	24,217	25,180	26,143	27,106	28,069	29,032	29,995	30,958	31,922
	Monthly	1,937.83	2,018.08	2,098.33	2,178.58	2,258.83	2,339.08	2,419.33	2,499.58	2,579.83	2,660.17
	Semi-Monthly	968.92	1,009.04	1,049.17	1,089.29	1,129.42	1,169.54	1,209.67	1,249.79	1,289.92	1,330.08
	Hourly	12.78	13.31	13.84	14.36	14.89	15.42	15.95	16.48	17.01	17.54
7	Yearly	25,580	26,639	27,698	28,757	29,816	30,875	31,934	32,993	34,052	35,114
	Monthly	2,131.67	2,219.92	2,308.17	2,396.42	2,484.67	2,572.92	2,661.17	2,749.42	2,837.67	2,926.17
	Semi-Monthly	1,065.83	1,109.96	1,154.08	1,198.21	1,242.33	1,286.46	1,330.58	1,374.71	1,418.83	1,463.08
	Hourly	14.05	14.64	15.22	15.80	16.38	16.96	17.55	18.13	18.71	19.29
8	Yearly	29,417	30,635	31,853	33,071	34,289	35,507	36,725	37,943	39,161	40,382
	Monthly	2,451.42	2,552.92	2,654.42	2,755.92	2,857.42	2,958.92	3,060.42	3,161.92	3,263.42	3,365.17
	Semi-Monthly	1,225.71	1,276.46	1,327.21	1,377.96	1,428.71	1,479.46	1,530.21	1,580.96	1,631.71	1,682.58
	Hourly	16.16	16.83	17.50	18.17	18.84	19.51	20.18	20.85	21.52	22.19
9	Yearly	33,830	35,231	36,632	38,033	39,434	40,835	42,236	43,637	45,038	46,438
	Monthly	2,819.17	2,935.92	3,052.67	3,169.42	3,286.17	3,402.92	3,519.67	3,636.42	3,753.17	3,869.83
	Semi-Monthly	1,409.58	1,467.96	1,526.33	1,584.71	1,643.08	1,701.46	1,759.83	1,818.21	1,876.58	1,934.92
	Hourly	18.59	19.36	20.13	20.90	21.67	22.44	23.21	23.98	24.75	25.52
10	Yearly	38,904	40,515	42,126	43,737	45,348	46,959	48,570	50,181	51,792	53,405
	Monthly	3,242.00	3,376.25	3,510.50	3,644.75	3,779.00	3,913.25	4,047.50	4,181.75	4,316.00	4,450.25
	Semi-Monthly	1,621.00	1,688.13	1,755.25	1,822.38	1,889.50	1,956.63	2,023.75	2,090.88	2,158.00	2,225.13
	Hourly	21.38	22.26	23.15	24.03	24.92	25.80	26.69	27.57	28.46	29.34
11	Yearly	42,794	44,566	46,338	48,110	49,882	51,654	53,426	55,198	56,970	58,745
	Monthly	3,566.17	3,713.83	3,861.50	4,009.17	4,156.83	4,304.50	4,452.17	4,599.83	4,747.50	4,895.42
	Semi-Monthly	1,783.08	1,856.92	1,930.75	2,004.58	2,078.42	2,152.25	2,226.08	2,299.92	2,373.75	2,447.71
	Hourly	23.51	24.49	25.46	26.43	27.41	28.38	29.35	30.33	31.30	32.28
12	Yearly	47,074	49,023	50,972	52,921	54,870	56,819	58,768	60,717	62,666	64,619
	Monthly	3,922.83	4,085.25	4,247.67	4,410.08	4,572.50	4,734.92	4,897.33	5,059.75	5,222.17	5,384.92
	Semi-Monthly	1,961.42	2,042.63	2,123.83	2,205.04	2,286.25	2,367.46	2,448.67	2,529.88	2,611.08	2,692.46
	Hourly	25.86	26.94	28.01	29.08	30.15	31.22	32.29	33.36	34.43	35.50

# Current

Based on 1950 Hours  
7.5 hr/day - 37.5 hr/wk

## Hawkins County, Tennessee 1-Jul-21

Pay Grade	Salary	Step 1 (0-1 YR)	Step 2 (1-2 YR)	Step 3 (2-3 YR)	Step 4 (3-4 YR)	Step 5 (4-5 YR)	Step 6 (5-6 YR)	Step 7 (6-7 YR)	Step 8 (7-8 YR)	Step 9 (8-9 YR)	Step 10 (9-10 YR)
1	Yearly	15,471	16,112	16,752	17,393	18,034	18,674	19,315	19,956	20,596	21,237
	Monthly	1,289.25	1,342.64	1,396.03	1,449.42	1,502.81	1,556.19	1,609.58	1,662.97	1,716.36	1,769.75
	Semi-Monthly	644.63	671.32	698.01	724.71	751.40	778.10	804.79	831.49	858.18	884.88
	Hourly	7.93	8.26	8.59	8.92	9.25	9.58	9.91	10.23	10.56	10.89
2	Yearly	17,018	17,723	18,427	19,132	19,837	20,541	21,246	21,951	22,655	23,360
	Monthly	1,418.17	1,476.89	1,535.61	1,594.33	1,653.06	1,711.78	1,770.50	1,829.22	1,887.94	1,946.67
	Semi-Monthly	709.08	738.44	767.81	797.17	826.53	855.89	885.25	914.61	943.97	973.33
	Hourly	8.73	9.09	9.45	9.81	10.17	10.53	10.90	11.26	11.62	11.98
3	Yearly	18,719	19,494	20,269	21,045	21,820	22,595	23,370	24,146	24,921	25,696
	Monthly	1,559.92	1,624.52	1,689.12	1,753.72	1,818.32	1,882.93	1,947.53	2,012.13	2,076.73	2,141.33
	Semi-Monthly	779.96	812.26	844.56	876.86	909.16	941.46	973.76	1,006.06	1,038.37	1,070.67
	Hourly	9.60	10.00	10.39	10.79	11.19	11.59	11.98	12.38	12.78	13.18
4	Yearly	20,592	21,445	22,297	23,150	24,003	24,855	25,708	26,561	27,413	28,266
	Monthly	1,716.00	1,787.06	1,858.11	1,929.17	2,000.22	2,071.28	2,142.33	2,213.39	2,284.44	2,355.50
	Semi-Monthly	858.00	893.53	929.06	964.58	1,000.11	1,035.64	1,071.17	1,106.69	1,142.22	1,177.75
	Hourly	10.56	11.00	11.43	11.87	12.31	12.75	13.18	13.62	14.06	14.50
5	Yearly	22,650	23,588	24,526	25,464	26,402	27,341	28,279	29,217	30,155	31,093
	Monthly	1,887.50	1,965.68	2,043.85	2,122.03	2,200.20	2,278.38	2,356.56	2,434.73	2,512.91	2,591.08
	Semi-Monthly	943.75	982.84	1,021.93	1,061.01	1,100.10	1,139.19	1,178.28	1,217.37	1,256.45	1,295.54
	Hourly	11.62	12.10	12.58	13.06	13.54	14.02	14.50	14.98	15.46	15.95
6	Yearly	24,916	25,948	26,980	28,011	29,043	30,075	31,107	32,138	33,170	34,202
	Monthly	2,076.33	2,162.31	2,248.30	2,334.28	2,420.26	2,506.24	2,592.22	2,678.20	2,764.19	2,850.17
	Semi-Monthly	1,038.17	1,081.16	1,124.15	1,167.14	1,210.13	1,253.12	1,296.11	1,339.10	1,382.09	1,425.08
	Hourly	12.78	13.31	13.84	14.36	14.89	15.42	15.95	16.48	17.01	17.54
7	Yearly	27,407	28,542	29,677	30,812	31,947	33,082	34,217	35,352	36,487	37,622
	Monthly	2,283.92	2,378.50	2,473.08	2,567.67	2,662.25	2,756.83	2,851.42	2,946.00	3,040.58	3,135.17
	Semi-Monthly	1,141.96	1,189.25	1,236.54	1,283.83	1,331.13	1,378.42	1,425.71	1,473.00	1,520.29	1,567.58
	Hourly	14.05	14.64	15.22	15.80	16.38	16.97	17.55	18.13	18.71	19.29
8	Yearly	31,518	32,823	34,128	35,434	36,739	38,044	39,349	40,655	41,960	43,265
	Monthly	2,626.50	2,735.27	2,844.04	2,952.81	3,061.57	3,170.34	3,279.11	3,387.88	3,496.65	3,605.42
	Semi-Monthly	1,313.25	1,367.63	1,422.02	1,476.40	1,530.79	1,585.17	1,639.56	1,693.94	1,748.32	1,802.71
	Hourly	16.16	16.83	17.50	18.17	18.84	19.51	20.18	20.85	21.52	22.19
9	Yearly	36,246	37,747	39,248	40,749	42,250	43,752	45,253	46,754	48,255	49,756
	Monthly	3,020.50	3,145.59	3,270.69	3,395.78	3,520.87	3,645.96	3,771.06	3,896.15	4,021.24	4,146.33
	Semi-Monthly	1,510.25	1,572.80	1,635.34	1,697.89	1,760.44	1,822.98	1,885.53	1,948.07	2,010.62	2,073.17
	Hourly	18.59	19.36	20.13	20.90	21.67	22.44	23.21	23.98	24.75	25.52
10	Yearly	41,683	43,409	45,135	46,862	48,588	50,314	52,040	53,767	55,493	57,219
	Monthly	3,473.58	3,617.44	3,761.29	3,905.14	4,048.99	4,192.84	4,336.69	4,480.55	4,624.40	4,768.25
	Semi-Monthly	1,736.79	1,808.72	1,880.64	1,952.57	2,024.50	2,096.42	2,168.35	2,240.27	2,312.20	2,384.13
	Hourly	21.38	22.26	23.15	24.03	24.92	25.80	26.69	27.57	28.46	29.34
11	Yearly	45,851	47,750	49,649	51,548	53,447	55,345	57,244	59,143	61,042	62,941
	Monthly	3,820.92	3,979.16	4,137.40	4,295.64	4,453.88	4,612.12	4,770.36	4,928.60	5,086.84	5,245.08
	Semi-Monthly	1,910.46	1,989.58	2,068.70	2,147.82	2,226.94	2,306.06	2,385.18	2,464.30	2,543.42	2,622.54
	Hourly	23.51	24.49	25.46	26.43	27.41	28.38	29.36	30.33	31.30	32.28
12	Yearly	50,436	52,525	54,614	56,702	58,791	60,880	62,969	65,057	67,146	69,235
	Monthly	4,203.00	4,377.06	4,551.13	4,725.19	4,899.26	5,073.32	5,247.39	5,421.45	5,595.52	5,769.58
	Semi-Monthly	2,101.50	2,188.53	2,275.56	2,362.60	2,449.63	2,536.66	2,623.69	2,710.73	2,797.76	2,884.79
	Hourly	25.86	26.94	28.01	29.08	30.15	31.22	32.29	33.36	34.43	35.51

# Current

Based on 2080 Hours  
8 hr/day - 40 hr/wk

## Hawkins County, Tennessee 1-Jul-21

Pay Grade	Salary	Step 1 (0-1 YR)	Step 2 (1-2 YR)	Step 3 (2-3 YR)	Step 4 (3-4 YR)	Step 5 (4-5 YR)	Step 6 (5-6 YR)	Step 7 (6-7 YR)	Step 8 (7- 8 YR)	Step 9 (8-9 YR)	Step 10 (9-10 YR)
1	Yearly	16,502	17,185	17,869	18,552	19,236	19,919	20,603	21,286	21,970	22,653
	Monthly	1,375.17	1,432.12	1,489.07	1,546.03	1,602.98	1,659.94	1,716.89	1,773.84	1,830.80	1,887.75
	Semi-Monthly	687.58	716.06	744.54	773.01	801.49	829.97	858.44	886.92	915.40	943.88
	Hourly	7.93	8.26	8.59	8.92	9.25	9.58	9.91	10.23	10.56	10.89
2	Yearly	18,152	18,904	19,656	20,407	21,159	21,911	22,663	23,414	24,166	24,918
	Monthly	1,512.67	1,575.31	1,637.96	1,700.61	1,763.26	1,825.91	1,888.56	1,951.20	2,013.85	2,076.50
	Semi-Monthly	756.33	787.66	818.98	850.31	881.63	912.95	944.28	975.60	1,006.93	1,038.25
	Hourly	8.73	9.09	9.45	9.81	10.17	10.53	10.90	11.26	11.62	11.98
3	Yearly	19,968	20,795	21,622	22,448	23,275	24,102	24,929	25,755	26,582	27,409
	Monthly	1,664.00	1,732.90	1,801.80	1,870.69	1,939.59	2,008.49	2,077.39	2,146.29	2,215.19	2,284.08
	Semi-Monthly	832.00	866.45	900.90	935.35	969.80	1,004.25	1,038.69	1,073.14	1,107.59	1,142.04
	Hourly	9.60	10.00	10.39	10.79	11.19	11.59	11.98	12.38	12.78	13.18
4	Yearly	21,964	22,874	23,783	24,693	25,603	26,512	27,422	28,332	29,241	30,151
	Monthly	1,830.33	1,906.14	1,981.94	2,057.75	2,133.56	2,209.36	2,285.17	2,360.97	2,436.78	2,512.58
	Semi-Monthly	915.17	953.07	990.97	1,028.88	1,066.78	1,104.68	1,142.58	1,180.49	1,218.39	1,256.29
	Hourly	10.56	11.00	11.43	11.87	12.31	12.75	13.18	13.62	14.06	14.50
5	Yearly	24,161	25,161	26,162	27,162	28,163	29,163	30,164	31,164	32,165	33,165
	Monthly	2,013.42	2,096.79	2,180.16	2,263.53	2,346.90	2,430.27	2,513.64	2,597.01	2,680.38	2,763.75
	Semi-Monthly	1,006.71	1,048.39	1,090.08	1,131.76	1,173.45	1,215.13	1,256.82	1,298.50	1,340.19	1,381.88
	Hourly	11.62	12.10	12.58	13.06	13.54	14.02	14.50	14.98	15.46	15.94
6	Yearly	26,577	27,678	28,778	29,879	30,979	32,080	33,180	34,281	35,381	36,482
	Monthly	2,214.75	2,306.46	2,398.18	2,489.89	2,581.60	2,673.31	2,765.03	2,856.74	2,948.45	3,040.17
	Semi-Monthly	1,107.38	1,153.23	1,199.09	1,244.94	1,290.80	1,336.66	1,382.51	1,428.37	1,474.23	1,520.08
	Hourly	12.78	13.31	13.84	14.36	14.89	15.42	15.95	16.48	17.01	17.54
7	Yearly	29,234	30,445	31,656	32,866	34,077	35,288	36,499	37,709	38,920	40,131
	Monthly	2,436.17	2,537.06	2,637.96	2,738.86	2,839.76	2,940.66	3,041.56	3,142.45	3,243.35	3,344.25
	Semi-Monthly	1,218.08	1,268.53	1,318.98	1,369.43	1,419.88	1,470.33	1,520.78	1,571.23	1,621.68	1,672.13
	Hourly	14.05	14.64	15.22	15.80	16.38	16.97	17.55	18.13	18.71	19.29
8	Yearly	33,619	35,011	36,404	37,796	39,188	40,581	41,973	43,365	44,758	46,150
	Monthly	2,801.58	2,917.61	3,033.64	3,149.67	3,265.69	3,381.72	3,497.75	3,613.78	3,729.81	3,845.83
	Semi-Monthly	1,400.79	1,458.81	1,516.82	1,574.83	1,632.85	1,690.86	1,748.88	1,806.89	1,864.90	1,922.92
	Hourly	16.16	16.83	17.50	18.17	18.84	19.51	20.18	20.85	21.52	22.19
9	Yearly	38,662	40,263	41,864	43,466	45,067	46,668	48,269	49,871	51,472	53,073
	Monthly	3,221.83	3,355.27	3,488.70	3,622.14	3,755.57	3,889.01	4,022.44	4,155.88	4,289.31	4,422.75
	Semi-Monthly	1,610.92	1,677.63	1,744.35	1,811.07	1,877.79	1,944.50	2,011.22	2,077.94	2,144.66	2,211.38
	Hourly	18.59	19.36	20.13	20.90	21.67	22.44	23.21	23.98	24.75	25.52
10	Yearly	44,462	46,303	48,144	49,986	51,827	53,668	55,509	57,351	59,192	61,033
	Monthly	3,705.17	3,858.60	4,012.04	4,165.47	4,318.91	4,472.34	4,625.78	4,779.21	4,932.65	5,086.08
	Semi-Monthly	1,852.58	1,929.30	2,006.02	2,082.74	2,159.45	2,236.17	2,312.89	2,389.61	2,466.32	2,543.04
	Hourly	21.38	22.26	23.15	24.03	24.92	25.80	26.69	27.57	28.46	29.34
11	Yearly	48,908	50,933	52,959	54,984	57,010	59,035	61,061	63,086	65,112	67,137
	Monthly	4,075.67	4,244.45	4,413.24	4,582.03	4,750.81	4,919.60	5,088.39	5,257.18	5,425.96	5,594.75
	Semi-Monthly	2,037.83	2,122.23	2,206.62	2,291.01	2,375.41	2,459.80	2,544.19	2,628.59	2,712.98	2,797.38
	Hourly	23.51	24.49	25.46	26.43	27.41	28.38	29.36	30.33	31.30	32.28
12	Yearly	53,799	56,027	58,255	60,483	62,711	64,939	67,167	69,395	71,623	73,851
	Monthly	4,483.25	4,668.92	4,854.58	5,040.25	5,225.92	5,411.58	5,597.25	5,782.92	5,968.58	6,154.25
	Semi-Monthly	2,241.63	2,334.46	2,427.29	2,520.13	2,612.96	2,705.79	2,798.63	2,891.46	2,984.29	3,077.13
	Hourly	25.86	26.94	28.01	29.08	30.15	31.22	32.29	33.36	34.43	35.51

# RESOLUTION

No. 2021 10 106

To the HONORABLE RICK BREWER Chairman, and Members of the Hawkins County Board of  
Commission in Regular Session, met this 25th day of October, 2021.

**RESOLUTION IN REF: APPROVAL OF A 60 MONTH LEASE AGREEMENTS WITH PITNEY BOWES  
FOR RENTAL OF POSTAGE METER AT THE COURTHOUSE/ANNEX**

WHEREAS, the county leases postage meters from Pitney Bowes; and

WHEREAS, it is time to upgrade the postage meters and equipment at the Courthouse/Annex. The proposed cost per month and machine model is as follows:

<u>Location</u>	<u>Cost Per Month</u>	<u>Machine Model</u>
Courthouse/Annex	\$ 283.71	Connect + SendPro P Series

The lease agreement includes meter rental, equipment maintenance, software maintenance, soft-guard protection and is on state & national contract.

THEREFORE, BE IT RESOLVED that approval be given to upgrade the postage meter at the  
afore-mentioned location for the use of all county departments.

Introduced By Esq. Michael Herrell, Chrmn Budget Comm

Seconded By Esq. \_\_\_\_\_

Date Submitted 10-12-2021

County Clerk

By: \_\_\_\_\_

Chairman \_\_\_\_\_

Mayor \_\_\_\_\_

Jim Lee, County Mayor

ACTION: AYE NAY PASSED

Roll Call \_\_\_\_\_

Voice Vote \_\_\_\_\_

Absent \_\_\_\_\_

COMMITTEE ACTION

Mayor's Action: Approved \_\_\_\_\_ Veto \_\_\_\_\_

# RESOLUTION

No. 2021 10 107

To the HONORABLE RICK BREWER, Chairman, and Members of the Hawkins County Board of  
Commission in Regular Session, met this 25th day of October, 2021.

**RESOLUTION IN REF:                    APPROVAL TO ACCEPT A \$60,000.00 HIGHWAY SAFETY GRANT  
FROM THE TENNESSEE DEPARTMENT OF TRANSPORTATION  
WITH NO LOCAL MATCHING FUNDS FOR THE SHERIFF'S OFFICE**

WHEREAS, the Tennessee State Department of Transportation makes available grants to local  
sheriff offices for the implementation of safety on roadways in their county; and

WHEREAS, the Hawkins County Sheriff's office applied for a Sixty Thousand Dollars (\$60,000)  
Highway Safety Grant for the purpose of DUI Enforcement and has been awarded the grant. There is no  
local match.

THEREFORE, BE IT RESOLVED that approval be given to accept the aforementioned grant from  
Tennessee State Department of Transportation for the purpose DUI Enforcement on our roadways by the  
Sheriff's Department.

Introduced By Esq. Mike Herrell, Chrmn. Budget Comm

Seconded By Esq. \_\_\_\_\_

Date Submitted 10-12-2021

*Shirley A. Lewis*  
County Clerk

By: \_\_\_\_\_

Chairman \_\_\_\_\_

Mayor \_\_\_\_\_  
Jim Lee, County Mayor

ACTION:      AYE      NAY      PASSED

Roll Call \_\_\_\_\_

Voice Vote \_\_\_\_\_

Absent \_\_\_\_\_

COMMITTEE ACTION

\_\_\_\_\_  
Mayor's Action: Approved \_\_\_\_\_ Veto \_\_\_\_\_

# RESOLUTION

No. 2021 10 108

To the HONORABLE RICK BREWER, Chairman, and Members of the Hawkins County Board of  
Commission in Regular Session, met this 25th day of October, 2021.

**RESOLUTION IN REF:            APPROVAL OF THE POLICY AND PROCEDURE FOR THE THDA HOUSING  
REHABILITATION GRANT AWARDED TO HAWKINS COUNTY TN**

**WHEREAS**, Hawkins County has received funding from the HOME program, administered by the Tennessee Housing Development Agency (THDA), to provide housing rehabilitation for low and very low income persons; and

**WHEREAS**, the County desires to provide housing rehabilitation services to these residents in and equitable and consistent manner; and

**WHEREAS**, the County Commissioners understands that it must approve program policies and procedures for this grant to ensure equitable and consistent housing rehabilitation services.

**NOW, THEREFORE, BE IT RESOLVED**, that the Hawkins County Commission does hereby authorize the approval of the document, "Program Policies and Procedures for the Hawkins County 2021 HOME Program" (H0-1).

**BE IT FURTHER RESOLVED**, that the County Commission does hereby authorize the First Tennessee Development District to provide administrative services in the manner accorded in these policies.

Introduced By Esq. Nancy Barker

Seconded By Esq. \_\_\_\_\_

Date Submitted 10-12-2021

County Clerk Nancy Barker

By: \_\_\_\_\_

Chairman \_\_\_\_\_

Mayor \_\_\_\_\_

Jim Lee, County Mayor

ACTION:    AYE    NAY    PASS

Roll Call    \_\_\_\_\_

Voice Vote    \_\_\_\_\_

Absent    \_\_\_\_\_

COMMITTEE ACTION

\_\_\_\_\_

Mayor's Action: Approved \_\_\_\_\_ Veto \_\_\_\_\_

**PROGRAM POLICIES AND PROCEDURES FOR  
HAWKINS COUNTY 2021 HOME PROGRAM****1. PURPOSE**

This program will make available financial and/or technical assistance for the rehabilitation and reconstruction of eligible substandard owner occupied housing units located in the community, county or service area of the Grantee. Rehabilitation work will correct code related and other deficiencies in the eligible homes and make them safe, sound and sanitary.

**2. AUTHORITY**

The legal authority for this rehabilitation program comes from the working agreement with Tennessee Housing Development Agency, Public Law 101-625 (National Affordable Housing Act of 1990), as well as State and local laws.

**3. PROGRAM RESOURCES**

The source of funds for the undertaking of rehabilitation activities is a grant in the amount of **\$500,000** which Hawkins County has been awarded by Tennessee Housing Development Agency (THDA) through the U.S. Department of Housing and Urban Development Home Investment Partnership Act.

**4. APPLICABLE LAWS**

- A. The local governing bodies, contractors, sub-contractors, vendors and applicants for rehabilitation assistance are required to abide by a number of State and Federal laws, and may be required to sign documents certifying their compliance.
1. Flood Disaster Protection Act of 1973 (42 U.S.C. 4001-4128 and 24 CFR 92.358)
  2. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)(42 U.S.C. 4201-4655), (46 CFR Part 24, and 24 CFR 92.353)

3. Debarment and Suspension provisions as required by 24 CFR Part 24 and 24 CFR 92.357.
4. National Environment Policy Act of 1969 (NEPA), 24 CFR Parts 50 and 58, and 24 CFR 92-352.
5. Equal Opportunity Provisions and Fair Housing, 42 CFR 92.350.
6. Affirmative Marketing, 24 CFR 92.351.
7. Lead-based Paint Poisoning Prevention Act, 24 CFR 92.355.
8. Conflict of Interest Provisions, 24 CFR 85.36 and OMB Circular A-110, and 24 CFR 92.356.
9. Davis-Bacon Act and Contract Work Hours and Safety Standards Act, and 24 CFR 92.354.
10. Intergovernmental Review of Federal Programs, Executive Order 112372 and 24 CFR 92.359.
11. Drug-Free Workplace, 24 CFR part 24, subpart F.
12. Standard Equal Opportunity Construction Contract Specifications.
13. Certification on Non-segregated Facilities for Contracts Over \$10,000.
14. Title VI of Civil Rights Act of 1964 Provisions.
15. Section 109 of Housing and Community Development Act of 1974 Provisions.
16. Section 3 Compliance Provisions.
17. Age Discrimination Act of 1975 Provisions.
18. Section 504 Affirmative Action for Handicapped Provisions.
19. And any other Federal requirements as set forth in 24 CFR Part 92, HOME Investment Partnerships Program.

<b>5. DRUG-FREE WORKPLACE</b>
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- A. Hawkins County will or will continue to provide a drug free work place by
1. Notifying employees in writing that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition.



2. Establishing an ongoing drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The Grantee's policy of maintaining a drug-free workplace;
  - c. Any drug counseling, rehabilitation, and employee assistance program; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- B. Providing each employee engaged in the performance of the HOME contract a copy of the notification required in paragraph A(1) above;
- C. The written notification required in paragraph A (1) above will advise the employee that, as a condition of employment under the HOME grant, the employee will:
  1. Abide by the terms of notification; and
  2. Notify employees in writing of this or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such violation.
- D. Notifying the State in writing, within (10) calendar days after receiving notice under D (2) above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal Agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
- E. Taking one of the following actions, within thirty (30) calendar days of receiving notice under D (2) above, with respect to any employee who is so convicted:
  1. Taking appropriate personnel action against such an employee up to and including termination, consistent with the requirement of the Rehabilitation Act of 1973, as amended; or
  2. Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  3. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs A, B, C, D, E and F above.

## **6. CONFLICT OF INTEREST**

- A. CONFLICT OF INTEREST OF PUBLIC OFFICIALS** - No elected or appointed Federal, State and local official, member of the local governing body, or any other public official or employee who exercises any functions or responsibilities in conjunction with the administration of the housing rehabilitation shall have any interest, direct or indirect, in the proceeds or benefits of the rehabilitation grant program. In those cases where the interest may

not be direct or indirect and the conflict of interest is only "apparent", the Grantee must contact THDA for clarification before proceeding. THDA will not routinely consider requesting an exemption to the conflict of interest provisions from HUD.

- B. KICKBACKS AND DISCOUNTS** - No member of the governing body of the Grantee or any Grantee employee shall receive kickbacks or discounts from either contractors or property owners in return for special favors in regard to housing rehabilitation.

## **7. APPLICANT ELIGIBILITY**

- A. APPLICANT ELIGIBILITY CRITERIA** - The following criteria must be satisfied by all applicants in order to become eligible for a rehabilitation grant:

1. The applicant must be low or very low income as defined by Section 8 income requirements, i.e., below 80% of area median income.
2. The applicant must have been the resident of the property to be rehabilitated for a period of not less than one year, and must occupy the property as his or her principle residence.
3. The applicant's ownership must be in the form of fee simple title, or a 99-year leasehold. The title must not have any restrictions or encumbrances that would unduly restrict the good and marketable nature of the ownership interest.
4. The applicant must voluntarily apply for assistance.
5. All applicants must reside within Hawkins County; all property taxes must be paid and up to date.
6. The applicant is strongly encouraged to maintain homeowner's insurance covering structure replacement during the grant compliance period, however, if unable, will agree to sign a Beneficiary Insurance Acknowledgement holding harmless the County and THDA of any damage that may occur to the property.
7. The applicant acknowledges that resources (family/friends) are readily available if temporary relocation is necessary during the rehabilitation construction period.
8. The County will give additional points to those applicants remaining on the waiting list from prior HOME grant programs.

## **8. INCOME ELIGIBILITY**

- A. ANNUAL INCOME (GROSS INCOME)** - The HOME program uses the income definitions of the Section 8 program in determining the annual income (gross income) used to classify a

household for purposes of eligibility. Annual income means all amounts, monetary or not, which:

1. Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member;
2. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date. In other words, it is the household's *future* or *expected* ability to pay rather than its past earnings that is used to determine program eligibility. If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a re-determination at the end of the shorter period; and
3. Which are not specifically excluded in paragraph G (Income Exclusions) below.
4. Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.
5. MONTHLY GROSS INCOME – Monthly gross income is Annual Gross Income divided by 12 months.

**B. ASSETS** - In general terms, an asset is a cash or noncash item that can be converted to cash. There is no asset limitation for participation in the HOME program. Income from assets is, however, recognized as part of Annual Gross Income. Assets have both a market value and a cash value.

1. **MARKET VALUE** - The market value of an asset is simply its dollar value on the open market. For example, a stock's market value is the price quoted on a stock exchange on a particular day, and a property's market value is the amount it would sell for on the open market. This may be determined by comparing the property with similar, recently sold properties.
2. **CASH VALUE** - The cash value of an asset is the market value less reasonable expenses required to convert the asset to cash, including:
  - a. Penalties or fees for converting financial holding. Any penalties, fees, or transaction charges levied when an asset is converted to cash are deducted from the market value to determine its cash value (e.g., penalties charged for premature withdrawal of a certificate of deposit, the transaction fee for converting mutual funds, or broker fees for converting stocks to cash); and/or
  - b. Costs for selling real property. Settlement costs, real estate transaction fees, payment of mortgages/liens against the property, and any legal fees associated with the sale of real property are deducted from the market value to determine equity in the real estate.
  - c. Under Section 8 rules, only the cash value (rather than market value) of an item is counted as an asset.

**C. INCOME FROM ASSETS** - The income counted is the actual income generated by the asset (e.g., interest on a savings or checking account.) The income is counted even if the

household

elects not to receive it. For example, although a household may elect to reinvest the interest of dividends from an asset, the interest or dividends is still counted as income.

1. The income from assets included in Annual Gross Income is the income that is anticipated to be received during the coming 12 months.
  - a. To obtain the anticipated interest on a savings account, the current account balance can be multiplied by the current interest rate applicable to the account; or
  - b. If the value of the account is not anticipated to change in the near future and interest rates have been stable, a copy of the IRA 1099 form showing past interest earned can be used.
  - c. Checking account balances (as well as savings account balances) are considered an asset. This is recognition that some households keep assets in their checking accounts, and is not intended to count monthly income as an asset. Grantees should use the average monthly balance over a 6-month period as the cash value of the checking account.
2. Assets above and below \$5,000 are treated differently.
  - a. If the family's assets are \$5,000 or less, actual income from assets (e.g., interest on checking account) is counted as annual income.
  - b. If the family's assets are greater than \$5,000, income from assets is computed as the greater of:
    - i. actual income from assets, or
    - ii. imputed income from assets based on a passbook rate applied to the cash value of all assets.
3. Applicants who dispose of assets for less than fair market value (i.e., value on the open market in an "arm's length" transaction) have, in essence, voluntarily reduced their ability to afford housing. Section 8 rules require, therefore, that any asset disposed of for less than fair market value during the 2 years preceding the income determination be counted as if the household still owned the asset.
  - a. The value to be included as an asset is the difference between the cash value of the asset and the amount that was actually received (if any) in the disposition of the asset (less any fees associated with disposal of property, such as a brokerage fee).
  - b. Each applicant must certify whether an asset has been disposed of for less than fair market value. Assets disposed of for less than fair market value as a result of foreclosure, bankruptcy, divorce or separation are not included in this calculation.
  - c. These procedures are followed to eliminate the need for assets limitation and to

penalize people who give away assets for the purpose of receiving assistance or paying a lower rent.

**D. ASSETS INCLUDE:**

1. Amounts in savings accounts and six month average balance of checking accounts.
2. Stocks, bonds, savings certificates, money market funds and other investments accounts.
3. Equity in real property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and reasonable costs (such as broker fees) that would be incurred in selling the asset. *DO NOT INCLUDE EQUITY OF PRINCIPAL RESIDENCE AS AN ASSET FOR HOMEOWNER REHABILITATION PROGRAMS.*
4. The cash value of trusts that are available to the household.
5. IRA, Keogh and similar retirement savings accounts, even though withdrawal would result in penalty.
6. Contributions to company retirement/pension funds that can be withdrawn without retiring or terminating employment.
7. Assets which, although owned by more than one person, allow unrestricted access by the applicant.
8. Lump sum receipts such as inheritances, capital gains, lottery winnings, insurance settlements and other claims.
9. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
10. Cash value of life insurance policies.
11. Assets disposed of for less than fair market value during two years preceding certification or recertification.

**E. ASSETS DO NOT INCLUDE:**

1. Necessary personal property, except as noted in E(1)(I) above.
2. Interest in Indian Trust lands.
3. Assets that are part of an active business or farming operation.

NOTE: Rental Properties are considered personal assets held as an investment rather than business assets unless real estate is the applicant/tenants main occupation.

4. Assets not accessible to the family which provide no income to the family.

5. Vehicles especially equipped for the handicapped.
6. Equity in owner-occupied cooperatives and manufactured homes in which the family lives.

**F. INCOME INCLUSIONS** - The following are used to determine the annual income (gross income) of an applicant's household for purposes of eligibility:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
2. The net income for operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as a deduction in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (B)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from net family assets or a percentage of the value of such assets based on the current passbook saving rate, as determined by HUD.
4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum payment or prospective monthly amounts for the delayed start of a periodic amount (except Supplemental Security Income (SSI) or Social Security).
5. Payments in lieu of earnings, such as unemployment, workers compensation and severance pay (but see paragraph (3) under Income Exclusions).
6. Welfare Assistance. If the Welfare Assistance payment includes an amount specifically designed for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:
  - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
  - b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from on

application of the percentage.

7. Periodic and determinable allowance, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;
8. All regular pay, special pay and allowances of a member of the Armed Forces.

**G. INCOME EXCLUSIONS** - The following are excluded from a household's income for purposes of determining eligibility:

1. Income from employment of children (including foster children) under the age of 18 years;
2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the tenant family, who are unable to live alone);
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (but see paragraph (C)(5) above);
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
5. Income of a live-in aide;
6. The full amount of student financial assistance paid directly to the student or to the educational institution;
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
8.
  - a. Amounts received under training programs funded by HUD;
  - b. Amounts received by a Disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
  - c. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care etc.) which are made solely to allow participation in a specific program;
  - d. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded must be received under employment training programs with clearly defined goal and objectives, and are excluded on for the period during which the family member participates in the employment training program.

9. Temporary, nonrecurring or sporadic income (including gifts);
10. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
11. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
12. Adoption assistance payments in excess of \$480 per adopted child;
13. For public housing only, the earnings and benefits to any family member resulting from the participation in a program provided employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act, or any comparable federal, state, or local law during the exclusion period.
14. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment or in prospective monthly amounts.
15. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on a dwelling unit.
16. Amounts paid by a state agency to a family with a developmentally disabled family members living at home to offset the cost of services and equipment needed to keep the developmentally disabled family members at home; or
17. Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions apply.
  - a. The value of the allotment provided to an eligible household under the Food Stamp Act of 1977;
  - b. Payments to volunteers under the Domestic Volunteer Service Act of 1973 (employment through VISTA; Retired Senior Volunteer Program, Foster Grandparents, Program, youthful offenders incarceration alternatives, senior companions);
  - c. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626 (a));
  - d. Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 259e);
  - e. Payments or allowances made under the department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f));
  - f. Payments received under programs funded in whole or in part under the Job Training Partnership Act;
  - g. Income derived from the disposition of funds of the Grand River Band of



Ottawa Indians;

- h. The first \$2,000 of per capita shares received from judgement funds awarded by the Indian Claims Commissioner or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of Interior (25 U.S.C. 117);
- i. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu);
- j. Payment received from programs funded under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056(f));
- k. Any earned income tax credit to the extent it exceeds income tax liability;
- l. Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other funds established pursuant to the settlement in the In Re Agent Orange product liability litigation MDL No. 381 (E.D.N.Y.);
- m. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q);
- n. Payments received under the Main Indian Claims Settlement Act of 1980.

**H. TIMING OF INCOME CERTIFICATIONS** - All household that receive HOME assistance must be income eligible. At a minimum, income certification must be completed before assistance begins. A preliminary determination of eligibility may be made much earlier in the process.

- 1. Application processing is labor intensive. Early screening for income eligibility can eliminate excessive work in processing an ineligible applicant.
- 2. Establishing a deadline for formal eligibility determinations is a challenging part of the planning process. Generally, the HOME Program permits verification dated no earlier than 6 months prior to eligibility.
- 3. The Grantee must calculate the annual income of the household by projecting the prevailing rate of income of the family at the time the Grantee determines that the family is income eligible. The Grantee is not required to re-examine the family's income at the time the HOME assistance is provided, unless more than six months has elapsed since the Grantee determined that the family qualified as income eligible.
  - a. For homeowner rehabilitation projects, the date assistance is provided is the date of the rehabilitation contract.

**I. INCOME VERIFICATION** - Grantees must verify and retain documentation of all information collected to determine a household's income. Under the Section 8 Program, there are three forms of verification which are acceptable: third-party, review of documents, and

applicant certification.

1. **THIRD-PARTY VERIFICATION** - Under this form of verification, a third party (e.g., employer, Social Security Administration, or public assistance agency) is contacted to provide information. Although written requests and responses are generally preferred, conversations with a third party are acceptable if documented through a memorandum to the file that notes the contact person and date of the call.
  - a. To conduct third party verifications, a Grantee must obtain a written release from the household that authorized the third party to release required information.
  - b. Third-party verifications are helpful because they provide independent verification of information and permit Grantees to determine if any changes to current circumstances are anticipated. Some third-party providers may, however, be unwilling or unable to provide the needed information in a timely manner.
2. **REVIEW OF DOCUMENTS** - Documents provided by the applicant (such as pay stubs, IRS returns, etc.) may be most appropriate for certain types of income and can be used as an alternative to third-party verifications. Copies of documents should be retained in project files.

Grantees should be aware that although easier to obtain than third-party verifications, a review of documents often does not provide needed information. For instance, a pay stub may not provide sufficient information about average number of hours worked, overtime, tips and bonuses.

4. **APPLICANT CERIFICATION** - When no other form of verification is possible, a certification by the applicant may be used. For example, it may be necessary to use an applicant certification for an applicant whose income comes from "odd jobs" paid for in cash.

Applicant certification is the least reliable form of verification and may be subject to abuse. In some cases, the applicant certification can be supplemented by looking at the applicant's past history. The Grantee can review the previous year's income tax return to determine if the current year's income is consistent with activity for the previous year.

**J. CALCULATION METHODOLOGIES** - Grantees must establish methodologies that treat all households consistently and avoid confusion.

1. It is important to understand the basis on which applicants are paid (hourly, weekly or monthly, and with or without overtime). An applicant who is paid "twice a month" may actually be paid either twice a month (24 time a year) or every two weeks (26 times a year).
2. It is important to clarify whether overtime is sporadic or a predictable component of an applicant's income.
3. Annual salaries are counted as Annual Income regardless of the payment method. For

instance a teacher receives an annual salary whether paid on a 9 or 12- month period.

**K. DETERMINING WHOSE INCOME TO COUNT** - Knowing whose income to count is as important as knowing which income to count. Under the Section 8 definition of income, the following income *is not counted*:

1. **INCOME OF LIVE-IN AIDES** - If a household includes a paid live-in aide (whether paid by the family or social service program), the income of the live-in aide, regardless of its source, is not counted. (Except under unusual circumstances, a related person can never be considered a live-in aide).
2. **INCOME ATTRIBUTABLE TO THE CARE OF FOSTER CHILDREN** - Foster children are not counted as family members when determining family size to compare with the Income Limits. Thus, the income a household receives for the care of foster children is not included; and
3. **EARNED INCOME OF MINORS** - Earned income of minors (age 18 and under) is not counted. However, unearned income attributable to a minor (e.g., child support, AFDC payments, and other benefits paid on behalf of a minor) is counted.
4. **TEMPORARILY ABSENT FAMILY MEMBERS** - The income of temporarily absent family members is counted in Annual Income - regardless of the amount the absent family member contributes to the household. For example, a construction worker earns \$600/week at a temporary job on the other side of the State. He keeps \$200/week for expenses and send \$400/week home to his family. The entire \$600/week is counted in the family's income.
5. **ADULT STUDENTS LIVING AWAY FROM HOME** - If the adult student is counted as a member of the household in determining the Income Limit used for eligibility of the family, the student's income must be counted in the family's income.
6. **PERMANENTLY ABSENT FAMILY MEMBER** - If a family member is permanently absent from the household (e.g., a spouse who is in a nursing home), the head of the household has the choice of either counting that person as a member of the household, and including income attributable to that person as household income, or specifying that the person is no longer a member of the household.

<b>9. ELIGIBILITY REQUIREMENTS OF PROPERTY TO BE REHABILITATED</b>
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**A. DEFINITIONS** - The following are definitions of the various terms used with respect to eligibility requirements of property to be rehabilitated.

1. **DWELLING UNIT** – A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.
2. **SINGLE FAMILY** – A housing unit consisting of living, sleeping, bathing, and food

preparation designed for single-family use, although more than one family may be residing therein, if every occupant has access to all areas within the building envelope.

3. **SUBSTANDARD** – A housing unit failing to meet all applicable codes, rehabilitation standards ordinances, and zoning ordinances as set forth by the Community, UPCS as defined by HUD, or as defined by the HOME application.

## **B. ELIGIBILITY CRITERIA**

1. The minimum HOME expenditure per unit must exceed \$1,000.
2. The dwelling must be located within in a designated area as outlined in the application.
3. The dwelling unit must be classified as substandard, based on written, detailed inspection report by a qualified inspector.
4. The dwelling unit must not lie within a 100-year floodplain.
5. Vacant dwelling may be eligible if their owners are eligible, if the dwelling has been vacant due to its substandard conditions, and if the owner will occupy the vacant dwelling upon completion.

## **10. RATING SYSTEM FOR RANKING OF APPLICANTS**

- A. The awarding of rehabilitation grants to eligible applicants will be based on priority according to which households are in greatest need for housing assistance. Houses will be rehabilitated in descending order, the household with most need first, the next household second, and so on until the funds are expended.
- B. The rating system is based on points. The most needy household will have the highest number of points. Information for determination of points is taken from the applications (HO-3) submitted by the homeowner. Each application shall be rated according to:

### **1. INCOME/FAMILY SIZE**

FAMILY SIZE	80% INCOME LIMIT
1	\$ 33,400
2	\$ 38,200
3	\$ 42,950
4	\$ 47,700
5	\$ 51,550
6	\$ 55,350
7	\$ 59,150
8	\$ 63,000

*Hawkins County updated 6/01/2021*

If the income based on family size is less than the stated figure, the household will receive extra points.

If 80% to 99% less -	add 70 points
If 60% to 79% less -	add 60 points
If 40% to 59% less -	add 50 points
If less than 39% -	add 40 points

**2. NUMBER IN HOUSEHOLD**

1 Person Household.....	5 points
2 Person Household.....	10 points
3 Person Household.....	15 points
4 Person Household.....	20 points
5 Person Household.....	25 points
6 Person Household.....	30 points
7 Person Household.....	35 points
8 Person Household.....	40 points

**3. NUMBER OF ELDERLY - 10 points per person**

For each household member at least 62 years old at time of application

**4. NUMBER OF HANDICAPPED OR DISABLED - 10 points per person**

Household members receiving disability benefits from Social Security, a pension program, life insurance program, or a total or partial physical impairment which renders the person unable to work. Where there exists reasonable question, a doctor's certification will be used.

**5. HEAD OF HOUSEHOLD - 10 points per household**

This is a single head of household (male or female) with children under 18, or a dependent with severe developmental disabilities or severe dementia. This does not apply to a widow/widower living alone.

**6. NUMBER OF PERSONS 18 YEARS OLD OR YOUNGER - 10 points per person**

**7. CONDITION OF THE DWELLING STRUCTURE**

Standard	No points
Substandard	0 - 50
Life threatening	50 - 75 points

In the case of a tie between two or more applicants' point totals, these households will be ranked by their combined score in the income, number of elderly and number of handicapped scoring categories.

## **11. TERMS, CONDITIONS AND CONSIDERATIONS FOR GRANTS**

### **A. DETERMINATION OF THE AMOUNT OF THE GRANT** - The amount of a rehabilitation grant that an applicant may receive will not exceed:

1. The actual and approved cost of the repairs and improvements necessary to make the dwelling unit conform to the housing standards adopted by the Grantee and THDA.
2. The amount and structure of the grant must be consistent with the application submitted to THDA.
3. When the applicant is furnishing supplementary funds from other sources, evidence that actual funds are available will consist of verifications and documentation by the Grantee that the applicant has deposited the required amount in the appropriate escrow account. Such deposit must be made before the grant application and any construction work can begin.

### **B. STRUCTURE OF FINANCIAL ASSISTANCE** - HOME funds are used to make forgivable grants to property owners to cover the full cost of needed rehabilitation work.

1. To prevent owners from simply selling the property and profiting from the HOME funded improvements, the owners must repay the program if they sell the property within the compliance period. Part of the owner's obligations is forgiven each year they live on the property.
2. Repayment of the rehabilitation grant shall be based on a twenty percent (20%) reduction of the amount to be repaid per year, according to the following schedule:

0 – 12 months	100%	repayment
after one (1) year	80%	repayment
after two (2) years	60%	repayment
after three (3) years	40%	repayment
after four (4) years	20%	repayment
after five (5) years	0%	repayment

3. Repayment of the reconstruction grant shall be based on a six point six seven percent (6.67%) reduction of the amount to be repaid per year, according to the following schedule:

0 – 12 months	100%	repayment
after one (1) year	93.33%	repayment
after two (2) years	86.66%	repayment
after three (3) years	79.99%	repayment
after four (4) years	73.32%	repayment
after five (5) years	66.65%	repayment
after six (6) years	59.98%	repayment
after seven (7) years	53.31%	repayment
after eight (8) years	46.64%	repayment
after nine (9) years	39.97%	repayment

after ten (10) years	33.30%	repayment
after eleven (11) years	26.63%	repayment
after twelve (12) years	19.96%	repayment
after thirteen (13) years	13.29%	repayment
after fourteen (14) years	6.62%	repayment
after fifteen (15) years	0%	repayment

4. The property owner must sign a Grant Note and a Deed of Trust. The Deed of Trust secures the Grant Note by placing a lien against the property and is activated if the owner attempts to sell within the compliance period.
5. In case of death, THDA does not require repayment as long as the ownership of the property passes to the heirs. The heirs may occupy the unit, rent it or let it set empty without triggering the repayment clause. However if the heirs sell the property, or if the property is sold with monetary gain by any actions of a court to settle outstanding claims or settle estate, the grant must be repaid into the State's HOME account, less any forgivable portion.

### **C. SUBORDINATION POLICY**

When a homeowner requests that the County subordinate to a new amount due to the refinancing of their mortgage, the County may subordinate if:

1. The reason for refinancing is to:
  - a. Make home improvements (upgrade the condition of the home).
  - b. Improve the homeowner's rate of interest by at least one percent.
  - c. Change terms from a variable interest rate to a reasonable fixed rate.
  - d. Eliminate a balloon payment feature at the end of a specified number of years.
  - e. Cash outs are not allowed except for in a. above.
2. The new appraisal on the home must exceed the amount of the new mortgage plus the amount of the County's grant.
3. There will be a \$150 fee imposed to the homeowner, due from refinancing proceeds.
4. Unless unusual circumstances exist, the County will not subordinate more than once.
5. The financial institution will prepare the Subordination Agreement for the County Mayor's signature, have it recorded and provide a copy to the County's Program Administrator.
6. The financial institution will provide the County's Program Administrator with a copy of the new appraisal and the Settlement Statement.
7. The County's Program Administrator shall be responsible for administering these

Subordination Policies. Any matters that fall outside the parameters of this policy shall be decided by the County Mayor.

**D. OTHER GRANT CONDITIONS** - Specific terms and conditions are incorporated in the grant application and the contract documents. The applicant agrees to:

1. Allow inspection by the Grantee and/or THDA of the property whenever the Grantee and/or THDA determines that such inspection is necessary.
2. Furnish complete, truthful and proper information as needed to determine eligibility for receipt of rehabilitation grant money.
3. Permit the contractor to use, at no cost, reasonable existing utilities such as gas, water and electricity which are necessary to the performance and completion of the work.
4. Cooperate fully with the Grantee and the contractor to insure that the rehabilitation work will be carried out promptly.
5. The property owner agrees to maintain their newly rehabilitated structure to a minimum level as expected by local codes and provisions. This agreement will last the lifetime of the contractual agreements as outlined in the Grant Note and Deed of Trust.

<b>12. ELIGIBLE REHABILITATION ACTIVITIES</b>
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**A. INTRODUCTION** - A rehabilitation grant may be made only to cover the cost of rehabilitation necessary to make a dwelling unit conform to the local housing codes adopted by the jurisdiction in which the property is located and consistent with the application submitted to THDA.

**B. ELIGIBLE COSTS**

1. **EXISTING CODE VIOLATIONS** - Costs which can be included in rehabilitation grants are the costs of correcting existing housing code violations which have been determined by a qualified housing inspector and formalized in an individualized housing report.
2. **INCIPIENT CODE VIOLATIONS** - An incipient violation exists if at the time of inspection an element in the structure which, due to age, deterioration, wear, or normal usage will deteriorate within the life of the grant period and thus become code violations. Costs to correct these potential violations are eligible costs.
3. **PERMITS AND FEES** - Rehabilitation funds may be used to cover the cost of building permits and related fees required to carry out the proposed rehabilitation work. However, since the rehabilitation contract documents will require the contractor to pay them, these costs ordinarily would be included in the contract amount. Recording and filing fees are eligible costs.



4. **EQUIPMENT** - Rehabilitation funds may provide for the repair or purchase and installation of certain basic equipment necessary for the maintenance of the household in a safe, sanitary and healthy environment. These include such items as heating furnace, hot water heater, electrical and sanitary fixtures, kitchen stove, refrigerator, cabinets and sinks. Purchase and installation is acceptable if there is no such equipment in the dwelling or if the existing equipment is unsafe, unsanitary or non-functional. There is a \$1,000 maximum expenditure (including taxes and delivery) for a kitchen stove, and an \$1,000 maximum expenditure (including taxes and delivery) for a refrigerator.
5. **HANDICAPPED** - Special alterations or costs related with making the dwelling more convenient or accessible for handicapped persons is an eligible cost. All work performance in these units must comply with all applicable codes as well as all Federal and State regulations.
6. **LEAD-BASED PAINT** - All costs associated with the abatement of lead-based paint hazards must comply with 24 CFR 92.355.
7. **DEMOLITION OF EXISTING STRUCTURES AND UTILITY CONNECTIONS** - All costs related to the demolition of existing structures and provide utility connections are to comply with SS92.206(a)3.
8. **DEMOLITION OR REMOVAL OF MANUFACTURED HOUSING UNITS (MOBILE HOMES)** - When replacing a manufactured housing unit with a new manufactured housing unit, the work write-up must explain how the substandard unit will be disposed of. If the substandard unit is to be taken to a dump site, then the contractor must supply the Grantee with a receipt or certification verifying that the unit was disposed of properly.
9. **EXTERIOR PAINTING** - Exterior painting is an eligible cost when it is necessary to maintain watertight exterior on the dwelling.
10. **GUTTERS** - Gutters are an eligible cost when rehabilitating the exterior of a unit or when reconstructing a unit.
11. **OTHER COSTS** - Rehabilitation costs not specifically required by the housing rehabilitation standards found necessary for the safety, health and general welfare of the occupants of the structure may be considered for eligibility, with prior consent of the Grantee's governing body and THDA, as well as any other cost as outlined in the Federal Register SS92.206. In cases of extreme hardship or unusual circumstances, limited assistance could be included for temporary relocation of the homeowner or storage costs; the Grantee and Program Administrator will make decision on a case-by-case basis.

**C. INELIGIBLE COSTS -**

1. Renovation of dilapidated out buildings.
2. Appliances, not required by code standards.
3. Materials, fixtures, equipment, or landscaping of type or quality that exceeds that

customarily used in the locality for properties of the same general type as the property to be rehabilitated.

4. All items as outlined in CFR 92.214.

**D. RECONSTRUCTION HOUSING** - Prior to authorizing new dwellings, construction under the "Reconstruction" provisions of the HOME Program, the Grantee must determine if reconstruction is the more cost effective use of HOME funds.

1. When reconstruction is recommended, a completed HO-6, along with supporting documentation (a checklist or narrative stating deficiencies in the existing structure) and photographs must be submitted to THDA for review. If THDA concurs with the determination, written permission to proceed will be provided.
2. **REPLACEMENT HOME GUIDELINES** - The intent of a reconstruction activity is to provide assistance to homeowners who might not otherwise be helped due to the prohibitive cost of rehabilitating their existing home. A replacement home, if deemed the most cost-effective solution to the housing deficiencies, shall be prescribed by the grantee.
  1. Rehabilitation spending beyond reasonable limits on an existing home is not authorized if a replacement home is refused by the homeowner.
  2. A replacement home does not necessarily have to meet the same requirements as the existing home in terms of square footage, number of bedrooms/bathrooms or other design/amenity considerations.
  3. The replacement home must provide all permanent residents of the home with safe, decent, and sanitary housing within the terms of the CABO One and Two Family Dwelling Code (1995 edition), and/or local codes as applicable.

<b>13. HOUSING REHABILITATION SPECIFICATIONS</b>
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**A. INTRODUCTION** - This section sets forth the responsibilities of the Grantee for determining the rehabilitation work necessary to bring a dwelling into conformance with the minimum code adopted by the Grantee, and with the objective of the program as proposed in the application submitted to THDA. The Grantee will:

1. Inspect the property and prepare an inspection list noting code deficiencies.
2. Consult with and advise the owner of the work to be done and the availability of a rehabilitation grant.
3. Prepare a work write-up and cost estimate as a basis for a rehabilitation grant and for the bid process in contracting for the rehabilitation work and lead-paint hazard reduction activities.

**B. PROPERTY INSPECTION AND SPECIFICATIONS CHECKLIST** - The Grantee will have the property inspected by the Community and have a report prepared that identifies each

deficiency with respect to the housing code adopted by the Community. The homeowner will also list other deficiencies and request for repairs which may be eligible for correction through the rehabilitation grant. These reports provide a proper basis for the preparation of the work write-up, cost estimate and contract specifications.

**C. WORK WRITE-UP AND COST ESTIMATE** - The work write-up and cost estimate is a statement based on the code inspection and itemizes all the rehabilitation work to be done on the dwelling and includes an estimate of the cost of each item. The cost estimate will be reasonable, reflect prevailing labor and material costs, and reflect a reasonable profit for the contractor.

1. **DUAL-USE OF WORK WRITE-UP** - The write-up will be detailed and specific in style. Each item will be identified as correcting a code violation, meeting a code requirement, or an eligible cost under the grant. This same write-up without the cost estimate will serve as a part of the specifications for the constructions contract documents.
2. **ITEMIZING COSTS** - Each item of work and its estimated cost will be identified in the work write-up as either correcting a code violation, meeting a code requirement, or eligible under the grant. This will be done on the work write-up by entering the cost estimates in a columnar arrangement.
3. **OWNER PREFERENCE** - A work write-up need not contain details that have no significant effect on cost, such as color, style or pattern. The term "to be selected by owner" may be used appropriately.

**D. CONSULTATION WITH HOMEOWNER/APPLICANT** - The Grantee will consult with the prospective applicant on the work write-up and cost estimate. The Grantee will advise the applicant that only work that is directed toward correcting a code violation, meeting a code requirement or an eligible activity can be funded by the grant. The homeowner must understand that "general property improvements" or "cosmetic" improvements are not eligible for funding. The final work write-up (without costs) will be used by contractors for determining their bids and incorporated into the rehabilitation contract which the homeowner and contractor will sign. The homeowner should initial each page and sign the last page of the write-up.

**E. CLEARLY WRITTEN SPECIFICATIONS** - The work write-up will be written so that it provides a clear detailed understanding of the nature and scope of the work to be done and a basis for carefully determined bids and proposals from contractors. The homeowner shall have a clear understanding of the nature and scope of the work to be done and any limitations that may exist.

1. Each specification will show the nature and location of the work and the quantity and type of material required.
3. The specifications will refer to manufacturers' brand names and association standards to identify quality of material and equipment and may make provision for acceptable substitutes or quality and brand name requirements may be included in the "General Conditions and Specifications" and indicated by reference in the work write-up.

<b>14. CONTRACTING FOR REHABILITATION WORK</b>
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**A. INTRODUCTION** - This section sets forth requirements and procedures with respect to the construction contracts for housing rehabilitation financed through a rehabilitation grant. Rehabilitation work will be undertaken only through a written contract between the contractor and the property owner receiving the grant.

1. **FORM OF CONTRACT** - The construction contract will consist of a single document signed by the contractor and the property owner, following approval of the grant application. It will contain a bid, the Grantee's General Conditions and Specification by reference, the work write-up which specifies the work to be done, and the existing code violations.
2. **USE OF ALTERNATES** - The document prepared by the Grantee may contain alternates by which each bidder may increase or decrease the lump sum contract price, if the alternates are later accepted as part of the work to be performed.
3. **PROCUREMENT OF BIDS** - The Grantee will advertise openly and publicly for bids and encourage minority and female owned firms to bid on its projects.
4. The term "CONTRACTOR" applies to the firm bidding on work or receives an award and could be interpreted as a Licensed General Contractor, Licensed Remodeling Contractor, Project Management Firm, Licensed Mobile Home Manufacturers Retailer/Installer, or other applicable business vendor as pertains to the work being placed for bid.

**B. GENERAL CONDITIONS** - The bid package will include the following:

1. The address, time and date by which the bid should be submitted by the contractor
2. A provision that the bid be accepted by the homeowner within a specified length of time
3. A provision that the contractor start work within a specified length of time
4. A statement concerning the acceptability of progress payments
5. A provision that final payment on the contract amount will be made only after final inspection, acceptance of all work by the Grantee and the homeowner, and after the Grantee receives the contractor's invoice and release of liens, and claims for liens by the subcontractor, laborers and material suppliers for completed work or supplied materials.
6. Provisions that the contractor will be required to:
  - a. Obtain and pay for all permits and licenses necessary for the completion and execution of the work and labor to be performed.
  - b. Perform all work in conformance with applicable local codes and requirements whether or not covered by the specifications and drawings for the work.

- c. Keep the premises clean and orderly during the course of the work and remove all debris at the completion of the work. Materials and equipment that have been removed and replaced as part of the work shall belong to the contractor, unless specifically stated otherwise within the work write-up.
- d. Not assign the contract without written consent of the Grantee and homeowner.
- e. Guarantee the work performed for a period of one year from the date of final acceptance of all work required by the contract. Furthermore, furnish the homeowner, in care of the Grantee, with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under the contract.
- f. Include a statement as to whether the premises are to be either occupied or vacant during the course of construction work.
- g. A provision that the contractor may use existing utilities without payment during the course of the work.

**C. INSURANCE –**

1. The Contractor shall carry or require that there be carried Workman's Compensation Insurance for all his employees and those of his subcontractors engaged in work at the site in accordance with Tennessee State Workman's Compensation Laws.
2. The contractor shall carry or require that there be carried Manufacturer's and Contractor's Public Liability Insurance. This insurance will be in an amount not less than \$100,000 for injuries including accidental death to any one person and for one accident, and to protect the contractor and his subcontractors against claims for injury to or death of one or more than one person because of accidents which may occur or result from operations under the contract. Such insurance shall cover the use of all equipment including but not limited to excavating machinery, trenching machines, cranes, hoists, rollers, concrete mixers, and motor vehicles in the construction of the rehabilitation embraced in their contract.
3. The contractor shall carry during the life of the contract Property Damage Insurance in the amount of not less than \$50,000 to protect him and his subcontractors from claims for property damage which might arise from operations under their contract.
4. Before commencing work, the contractor shall submit evidence of the coverage required to the Grantee. A certificate of insurance shall be presented as the evidence.

**NOTE:** The Grantee is advised to consult with its attorney to insure that the extent, limit and amount of contractors insurance is consistent with the scope of the project and current State law.

**D. WORK WRITE-UPS, SPECIFICATIONS AND DRAWINGS -**The specifications, based on the code inspection, the work write-up and illustrative sketches, if any, covering the specific rehabilitation work for each property to be rehabilitated will be prepared by the Grantee. The specifications will:

1. Clearly identify the code violation;
2. Specify work to correct those violations;
3. Include the Grantee's estimated cost for rehabilitation;
4. Note any unusual features or limitations; and
5. Will be initialed on each page by the homeowner and signed on the signature page by the homeowner.

**E. INELIGIBLE CONTRACTORS** - The Grantee may determine a contractor ineligible to bid on projects when:

1. The Contractor is listed on the Federal Debarred list.
4. There is documented proof that the contractor has not paid material suppliers.
5. That the contractor has not completed projects within the allotted time frame.
6. There exist complaints by homeowners about quality of work and performance.
5. There is documented proof that the contractor has not performed warranty work on previous contracts.
6. Conflict of interest exists between the contractor candidate and project participants, location, or any financial ties.

**F. INVITATION TO CONTRACTORS FOR BID AND PROPOSAL**

1. Announce program and advertise for contractors in local and/or regional newspapers at the beginning of the program and once each year thereafter.
2. The Grantee will accept applications from contractors throughout the life of the program.
3. The Grantee will develop and maintain a list of contractors, including minority and female headed firms within the region.
4. The Grantee will notify in a timely fashion in writing all contractors on list when bid packages are available.
5. The Grantee will document when and to whom invitations to bid are sent out and packages picked up.

**G. SELECTION OF A SUCCESSFUL BIDDER** - The opening of the sealed bids must meet these conditions:

1. The opening must be open to the public.
2. The lowest bid will prevail unless it falls under or over previously established limits as

determined by the Grantee's cost estimate.

3. All solicitations for a general contractor receiving a minimum of (2) bids may be submitted for consideration for approval providing at least (1) of the bids falls within an acceptable range of the Rehab Coordinators estimate. Submission of a procurement with only (2) bids must include an explanation of the measures taken to assure a broad and inclusive solicitation including how minority and women owned businesses were included.
4. Solicitations with only (1) bid **MUST** be rebid but if the results of the second bid only produce (1) bid it may be submitted for consideration for approval providing the bid falls within the acceptable range of the rehab coordinators cost estimate. Submission of a procurement with only (1) bid must include an explanation of the measures taken to assure a broad and inclusive solicitation including how minority and women owned businesses were included. If there are not at least three (3) competitive bids from eligible contractors and the project must be re-bid. If there are still not three bids after the project has been re-bid, the Grantee will contact THDA before awarding the contract.
5. Minutes of the award and bid tabulations should be appropriately filed.
6. Questions concerning contractor eligibility shall be decided prior to opening bids.
7. Notify THDA to determine if contractors are debarred or not.
8. The Grantee may limit the number of bids awarded to any one contractor at any one bid, based upon the contractor's demonstrated limited manpower and resources.
9. If all bids exceed the amount of the construction budget, the Grantee may not negotiate solely with the low bidder. The project can be rebid or changed in scope. If the project is changed, then each bidder must be given the opportunity to bid again. Bidders must be informed that they have the right to change their original unit prices as long as they conform to the revised bid specifications. Grantees must maintain documentation to demonstrate that this process was followed.

- H. AWARD OF CONSTRUCTION CONTRACT** - The contract will become effective upon the signatures of the homeowner and contractor and with the Grantee's endorsement. The Grantee will distribute the executed contract documents as follows: original to Grantee, copy to homeowner, copy to contractor.

<b>15. INSPECTION, CLOSE-OUT AND PAYMENT FOR REHABILITATION WORK</b>
--

- A. RESPONSIBILITY FOR MAKING INSPECTIONS** - Inspection of construction will be performed by the Grantee or its designate as follows:

1. Compliance inspections will be made as often as necessary to assure that the work is being completed in accordance with the community's building, electrical, mechanical and plumbing codes, zoning regulations; and any other related State or local laws and ordinances.

2. Inspections will be made as often as necessary to assure that the work being performed is in accordance with the terms of the construction contract.
3. Written notices of inspections shall be filed appropriately.

**C. PROGRESS PAYMENTS - IF** progress payments are allowed by the Grantee, the following condition exists:

1. Rehabilitations - Progressive payments will be 50% of the funds at the completion of 60% of the work.
2. Reconstructions – Progressive payments of 10% of the funds at the completion of demolition and debris removal and 50% of the funds at the completion of 60% of the work.

**C. FINAL PAYMENTS**

1. FINAL INSPECTION - Upon completion of the rehabilitation work, a final inspection is held by Grantee. Any uncompleted work or work that is unsatisfactory is noted on a final "punch list" and sent to the Contractor in writing (HO-17 and HO-18). When these items are completed, the contract is complete.
2. CERTIFICATION - After the Grantee determines that the rehabilitation work has been fully and satisfactorily completed, the Certification of Completion and Final Inspection is prepared (FM-7). The homeowner signs the Certification indicating that he accepts the rehabilitation work as meeting the terms and conditions of the contract. The contractor signs the Certification indicating that the work has been completed in accordance with the contract and that there are no unpaid claims for labor, materials, supplies, or equipment. The inspector signs the Certification indicating that work has been completed in accordance with the contract and authorizing final payment.
3. NOTICE OF COMPLETION - The Contractor shall file a Notice of Completion with the Register of Deeds in the county that the work is performed and returned a certified copy to the Grantee.
4. MAKING FINAL PAYMENT - When the final inspection determines that the work is completed in accordance with the contract and the homeowner has accepted the work, the Grantee will obtain from the contractor a release of liens, including all subcontractors and suppliers, and a copy of each warranty due the owner for the work. The Grantee may make final payment at the time.
5. If the homeowner refuses to sign the final acceptance, the Grantee may authorize full payment for those items which are undisputed and acceptable to all parties.

<b>16. GRIEVANCE PROCEDURE</b>
--------------------------------

- A.** The Grievance Procedure should be made a part of the contract between the homeowner and



the contractor. Disputes between the homeowner, Grantee and contractor may arise from time to time during the life of the rehabilitation project. In those instances where a mutually satisfactory agreement cannot be reached between the parties, the grievance procedure will be followed.

1. The grievance by the homeowner or contractor is to be filed with the program administrator in writing.
2. The program administrator will meet with the homeowner/contractor and attempt to negotiate a solution.
3. Contact the THDA Community Programs Division at (615) 741-3007 should the program administrator fail to negotiate a solution.

**B. GRIEVANCE PROCEDURE** - If this fails, the program administrator will follow the grievance procedure as outline below:

1. All claims or disputes between the owners and contractor arising out of or related to the work shall be decided by arbitration in accordance with the construction industry arbitration rules of the American Arbitration Association then obtaining, unless the parties mutually agree otherwise.
2. The owners and contractor shall submit all disputes or claims, regardless of the extent of the work's progress, to an agreed upon arbitrator unless the parties mutually agree otherwise.
3. Notice of the demand for arbitration shall be filed in writing with the other party to this rehabilitation agreement and shall be made within a reasonable time after the dispute has arisen.
4. The award rendered by the arbitrator shall be final, and judgement may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
5. If the arbitrator's award is in a sum which is less than that which was offered in settlement by the contractor, the arbitrator may award costs and attorney's fees in favor of the contractor. If the award of the arbitrator is in a sum greater than that which was offered in settlement by the owners, the arbitrator may award costs and attorney's fees in favor of the owner.

**C. THE WRITTEN CONTRACT** - The contract and the rehabilitation specifications, along with the housing code report, provide the basic documentation by which the relative merits of any dispute will be judged.

## RESOLUTION

No. 2021 / 10 / 09

To the HONORABLE Rick Brewer, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 25th day of October 2021.

### RESOLUTION IN REF: TO ADOPT A REDISTRICTING PLAN FOR HAWKINS COUNTY

**WHEREAS**, *Tennessee Code Annotated*, Section 5-1-111, requires that, at least every ten (10) years, county legislative bodies shall meet and change the boundaries of county legislative districts or redistrict a county entirely if necessary to apportion the county legislative body so that the members represent substantially equal populations; and

**WHEREAS**, consistent with the provisions of *Tennessee Code Annotated*, Section 5-1-111, Hawkins County has prepared a redistricting plan which provides for a county legislative body composed of 14 members and which creates 7 districts as depicted on the official redistricting map for Hawkins County prepared pursuant to *Tennessee Code Annotated*, Section 5-1-110.

**NOW, THEREFORE, BE IT RESOLVED** by the Hawkins County Legislative Body meeting in Regular session at Rogersville, Tennessee, on this 25<sup>th</sup> day of October, 2021, that:

**SECTION 1.** There is hereby adopted a redistricting plan for Hawkins County which provides for 2 commissioner(s) in each of the 7 districts for a total county legislative body of 14 members. The districts for members of the county legislative body are depicted on the official redistricting map for Hawkins County prepared pursuant to *Tennessee Code Annotated*, Section 5-1-110. The 7 Hawkins County School Board districts follow the county district lines. A copy of the official redistricting map is attached as Exhibit A to this resolution and is incorporated herein by reference.

**SECTION 2.** All members of the county legislative body shall be elected at large within the district wherein the candidate seeks election. The 14 candidates receiving the greatest number of votes in each district shall be elected.

**SECTION 3.** This plan shall take effect upon passage, the public welfare requiring it, provided that vacancies shall be filled in accordance with *Tennessee Code Annotated*, Section 5-1-104.

Introduced By Esq. Keith Gibson

ACTION: YES NO ABSTAIN

Seconded By Esq. \_\_\_\_\_

Roll Call \_\_\_\_\_

Date Submitted 10-12-2021

Voice Vote \_\_\_\_\_

Nancy L Davis  
County Clerk

Absent \_\_\_\_\_

### COMMITTEE ACTION

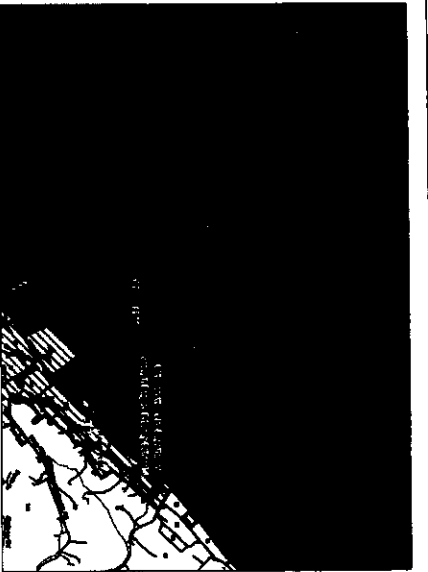
By: \_\_\_\_\_

Chairman \_\_\_\_\_

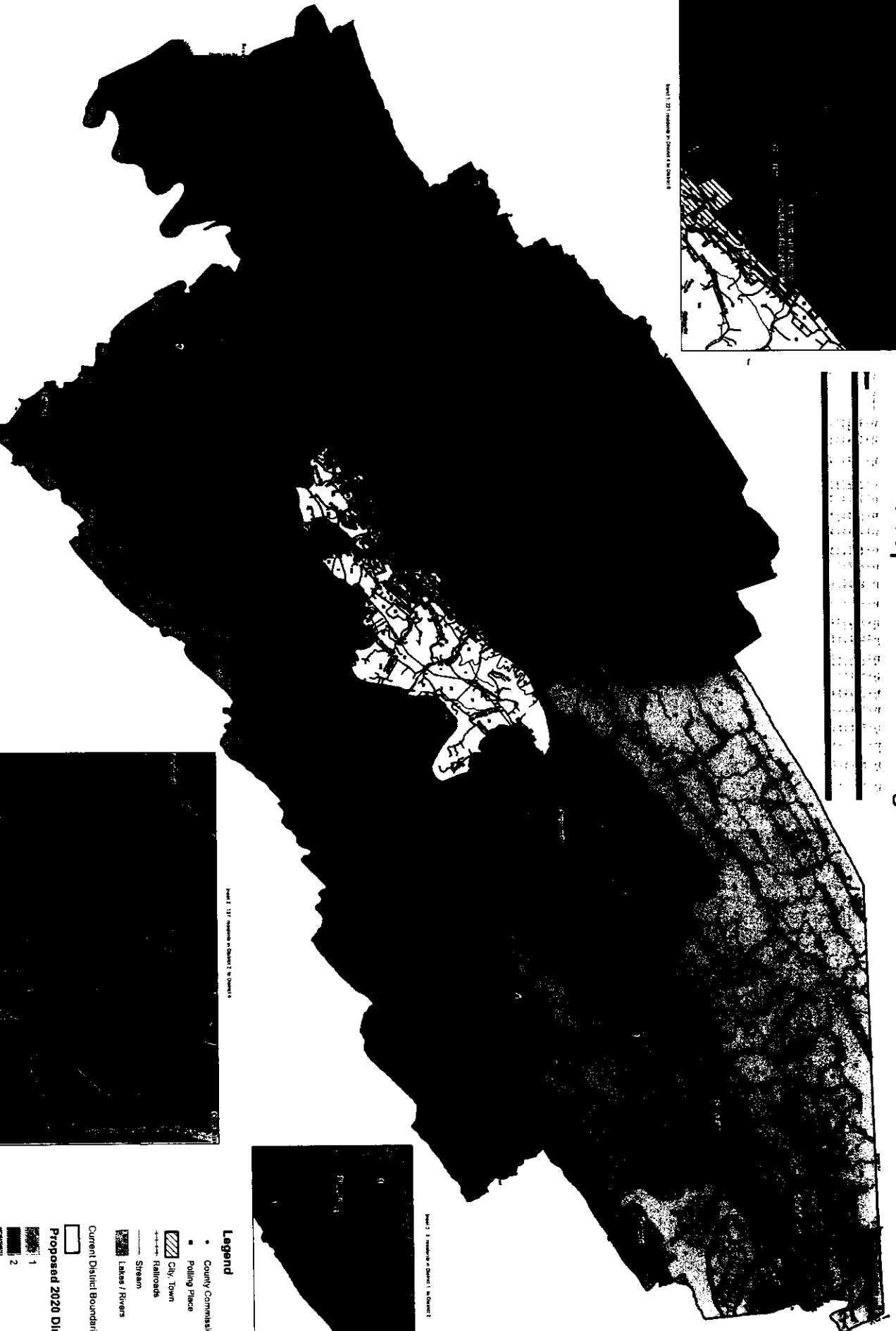
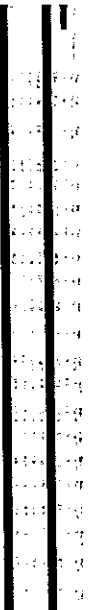
Mayor \_\_\_\_\_

MAYOR'S ACTION: Approved \_\_\_\_\_ Veto \_\_\_\_\_

# Hawkins County Commission Districts Proposed Redistricting Based on 2020 Census



Panel 1: 2021 Redistricting in District 1 to District 6



Panel 2: Redistricting in District 1 to District 7



Panel 3: Redistricting in District 7 to District 4



- Legend**
- County Commissioner
  - Polling Place
  - City, Town
  - Railroads
  - Stream
  - Lakes / Rivers
- Current District Boundaries (2010)
- Proposed 2020 Districts
- 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7

2021/10/10

**RESOLUTION IN REFERENCE: BUDGET AMENDMENT - GENERAL FUND**

Account Number	Description				
	GENERAL SESSIONS	Current Budget			Amended Budget
	Increase Expenditure		Increase		
53300-161	Clerical Personnel	31,922.00	3,192.00		35,114.00
53300-201	Social Security	16,172.00	245.00		16,417.00
53300-204	State Retirement	17,113.00	224.00		17,337.00
	Decrease Expenditure			Decrease	
53300-322	Evalutation & Testing	4,000.00		(661.00)	3,339.00
53300-355	Travel	3,300.00		(1,000.00)	2,300.00
53300-709	Data Processing Equipment	2,000.00		(2,000.00)	0.00
	<b>Sub-total Expenditures</b>	<b>\$ 74,507.00</b>	<b>3,661.00</b>	<b>(3,661.00)</b>	<b>74,507.00</b>
The above increase in Clerical Personnel, Social Security, and State Retirement are to reflect the changes agreed upon during the Sept 24, 2021 Personnel Meeting. Said changes will have no net affect on the budget as all amounts are coming from transfers within the General Session's Budget. No new money.					
		Current Budget	Increase	Decrease	Amended Budget
	<b>Page Totals- Expenditures</b>	<b>\$ 74,507.00</b>	<b>\$ 3,661.00</b>	<b>\$ (3,661.00)</b>	<b>\$ 74,507.00</b>

ESTIMATED COST \_\_\_\_\_

PAID FROM GENERAL FUND

DATE SUBMITTED 10-12-2021

COUNTY CLERK: NANCY A. DAVIS

BY: M. E. Claus

\_\_\_\_\_

APPROVED ☒ DISAPPROVED

Mayor Jim Lee

Mayor's Action:    Approved                      Veto

RESOLUTION NO. 2021 10 1 11

TO THE HONORABLE RICK BREWER, CHAIRMAN, AND MEMBERS OF THE HAWKINS COUNTY BOARD OF COMMISSIONERS IN REGULAR SESSION, MET THIS 25<sup>th</sup> DAY OF OCTOBER 2021.

**RESOLUTION IN REF: GENERAL PURPOSE SCHOOL FUND BUDGET AMENDMENT**

WHEREAS, the Hawkins County Board of Education has approved the attached budget amendment to the General Purpose School Fund, and now requests approval of said amendment by the Hawkins County Board of Commissioners.

NOW THEREFORE BE IT RESOLVED THAT the Hawkins County Board of Commissioners, meeting in regular session, October 25, 2021, go on record as passing this resolution.

Introduced by Esq. Michael Herrell

Estimated Cost: \_\_\_\_\_

Seconded by Esq. \_\_\_\_\_

Paid From \_\_\_\_\_ Fund

ACTION:     Aye     Nay

Date Submitted 10-12-2021

Roll Call     \_\_\_\_\_     \_\_\_\_\_

County Clerk: Nancy A. Davis

Voice Vote     \_\_\_\_\_     \_\_\_\_\_

By: Nancy A. Davis

Absent     \_\_\_\_\_     \_\_\_\_\_

COMMITTEE ACTION:

APPROVED

DISAPPROVED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHAIRMAN: Rick Brewer

By: \_\_\_\_\_

Mayor: \_\_\_\_\_

Jim Lee

Mayor's Action: Approved \_\_\_\_\_ Veto \_\_\_\_\_

FUND: 141 GENERAL PURPOSE SCHOOL FUND  
 AMENDMENT NUMBER: 1  
 DATE: October 25, 2021

ORIGINAL BUDGET AMOUNT	59,136,154.00
PREVIOUS AMENDMENTS	-
TOTAL	59,136,154.00
REQUESTED AMENDMENT	144,981.32
TOTAL	59,281,135.32

	ACCOUNT NO	DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
		<b>EXPENDITURES</b>				
1	To budget a donation received from Palmer Center Foundation for the Social Emotional Learning Program that was not spent due to COVID.					
		<b>71100 REGULAR INSTRUCTION PROGRAM</b>				
	71100-499-SELP	Other Supplies and Materials	-	1,197.00		1,197.00
	39000	Unassigned Fund Balance			1,197.00	
2	To correct a Career Ladder Program allocation in the original budget.					
		<b>72210 REGULAR INSTRUCTION PROGRAM</b>				
		<b>72220 SPECIAL EDUCATION PROGRAM</b>				
	72210-117	Career Ladder Program	3,000.00	1,000.00		4,000.00
	72220-117	Career Ladder Program	8,000.00	-	1,000.00	7,000.00
3	To budget monies awarded to the Alternative School from U-Trust to be used for staff appreciation.					
		<b>71150 ALTERNATIVE INSTRUCTION PROGRAM</b>				
	71150-599-ATEAM	Other Charges	-	500.00		500.00
	44570-ATEAM	Contributions and Gifts	-	500.00		500.00
4	To budget the CTE Surplus beginning balance for 2021-2022.					
		<b>71300 VOCATIONAL EDUCATION PROGRAM</b>				
	71300-499-CTE	Other Supplies and Materials	-	8,359.00		8,359.00
	39000	Unassigned Fund Balance			8,359.00	
5	To correct the original budget due to an error in the formula for the calculation of coaching and other supplements.					
		<b>72130 OTHER STUDENT SUPPORT</b>				
	72130-189	Other Salaries & Wages	558,691.00	20,319.00		579,010.00
	72130-201	Social Security	113,907.00	1,260.00		115,167.00
	72130-204	State Retirement	171,692.00	1,829.00		173,521.00
	72130-212	Employer Medicare	26,640.00	295.00		26,935.00
				23,703.00		
	39000	Unassigned Fund Balance			23,703.00	
6	To budget a donation received for the Stem Bus.					
		<b>72130 OTHER STUDENT SUPPORT</b>				
	72130-499-S-Bus	Other Supplies and Materials	1,500.00	5,000.00		6,500.00
	44570-S-Bus	Contributions and Gifts	-	5,000.00	-	5,000.00
7	To budget the GELF (Governor's Early Literacy Foundation) grant for the Book Bus that was not spent last fiscal year.					
		<b>72130 OTHER STUDENT SUPPORT</b>				
	72130-499-B-Bus	Other Supplies and Materials	1,500.00	17,100.00		18,600.00
	39000	Unassigned Fund Balance			17,100.00	
8	To make allocations for the remainder of the Safe Schools grant that was not included in the original budget.					
		<b>72130 OTHER STUDENT SUPPORT</b>				
		<b>72210 REGULAR INSTRUCTION PROGRAM</b>				
		<b>72620 MAINTENANCE OF PLANT</b>				
	72130-309-SAFE	Contracts With Other Government Agencies	53,147.00			53,147.00
	72210-189-SAFE	Other Salaries and Wages	-	13,934.00		13,934.00
	72210-201-SAFE	Social Security	-	864.00		864.00
	72210-212-SAFE	Employer Medicare	-	202.00		202.00
	72620-701-SAFE	Administration Equipment	94,893.00	46,760.32		141,653.32
				61,760.32	-	
	46981	Safe Schools	148,040.00	61,760.32	-	209,800.32

9	To budget the Utrust Mini Grants that were not spent last fiscal year.					
		<b>72520 HUMAN SERVICES/PERSONNEL</b>				
		<b>76100 REGULAR CAPITAL OUTLAY</b>				
	72520-599-UTRUS	Other Charges	-	4,885.00		4,885.00
	76100-707-UTRUS	Building Improvements		21,944.00		21,944.00
				<b>26,829.00</b>		
	39000	Unassigned Fund Balance			<b>26,829.00</b>	
10	To budget donations received for Family Resource Center.					
		<b>73300 COMMUNITY SERVICES</b>				
	73300-499-FRC-DON	Other Supplies and Materials	6,276.00	<b>533.00</b>		6,809.00
	44570-FRC-DON	Contributions and Gifts	-	<b>533.00</b>		
11	To make appropriations for revisions in ePlan.					
		<b>73400 EARLY CHILDHOOD EDUCATION</b>				
	73400-116	Teachers	194,993.00	1,000.00		195,993.00
	73400-189	Other Salaries & Wages	-	1,500.00		1,500.00
	73400-429	Instructional Supplies and Materials	5,920.00	6,500.00		12,420.00
	73400-499	Other Supplies and Materials	4,000.00		4,000.00	-
	73400-524	Inservice/Staff Development	2,000.00		1,000.00	1,000.00
	73400-722	Regular Instruction Equipment	4,000.00		4,000.00	-
				<b>9,000.00</b>	<b>9,000.00</b>	
		<b>TOTAL EXPENDITURES and UNASSIGNED FUND BAL</b>		<b>154,981.32</b>	<b>87,188.00</b>	
		<b>TOTAL REVENUES</b>		<b>67,793.32</b>	-	

**CERTIFICATE OF ELECTION OF NOTARIES PUBLIC****Resolution No. 2021/10/12****AS CLERK OF THE COUNTY OF HAWKINS, TENNESSEE****I HEREBY CERTIFY THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF:****NOTARY PUBLIC APPROVAL DURING THE OCTOBER 25, 2021 MEETING OF THE GOVERNING BODY:****NAME****HOME ADDRESS****BUSINESS ADDRESS**

1. AVERY H. FIELDS	415 E. MCKINNEY AVE ROGERSVILLE, TN 37857	115 E. WASHINGTON ST (POINT & KEETON) ROGERSVILLE, TN 37857
2. SUSAN C. GRAY	122 CARROLL CIRCLE ROGERSVILLE, TN 37857	110 E. MAIN ST ROOM 201 (HAWKINS CO. ASSESSOR OF PROP) ROGERSVILLE, TN 37857
3. RACHEL REBECCA ISAACS	517 HICKORY HILLS RD CHURCH HILL, TN 37642	600 N. BROADWAY ST (TRUE NORTH REAL ESTATE ADVISOR) JOHNSON CITY, TN 37601
4. LISA K. JOHNSON	230 OLD STAGE RD ROGERSVILLE, TN 37857	225 S. DEPOT STREET (STAPLETON LAW OFFICE, P.C.) ROGERSVILLE, TN 37857
5. EMALEE MCDONALD	190 CHUCK ROAD ROGERSVILLE, TN 37857	2042 TOWN CENTER BLVD (THE BOWLIN LAW FIRM) KNOXVILLE, TN 37922
6. PAMELA R. MULLINS	625 STONEY POINT RD SURGOINSVILLE, TN 37873	1735 MAIN STREET (TOWN OF SURGOINSVILLE) SURGOINSVILLE, TN 37873
7. APRIL WEEMS	125 SHARP AVE ROGERSVILLE, TN 37857	110 E. MAIN ST ROOM 201 (HAWKINS CO. ASSESSOR OF PROP) ROGERSVILLE, TN 37857

(Seal)

---

Clerk of the County of Hawkins, Tennessee

Date



## **RESOLUTION**

**No. 2021 / 10 / 13**

**To the HONORABLE Rick Brewer, Chairman, and Members of the Hawkins County Board of Commission in Regular Session, met this 25th day of October, 2021.**

**RESOLUTION IN REF: NOMINATION OF JEFF BARRETT FOR VICE-CHAIRMAN OF  
HAWKINS COUNTY COMMISSION FOR TERM ENDING 4<sup>TH</sup>  
MONDAY IN SEPTEMBER 2022**

**WHEREAS: Jeff Barrett is a graduate of the Hawkins County Leadership class of 2002-2003 which is conducted by the Rogersville/Hawkins County Chamber of Commerce, Nancy Barker, Executive Director and,**

**WHEREAS: Jeff Barrett has been a Hawkins County Commissioner since November 19, 2012 representing the 2<sup>nd</sup> District of Hawkins County and,**

**WHEREAS: To represent the citizens of his District better and to be a better County Commissioner he enrolled in the Certified Public Administrator Program which is offered through Tennessee CTAS in conjunction with the University of Tennessee and,**

**WHEREAS: Graduates of the Certified Public Administrator Program must Successfully complete 4 core classes consisting of a total of 16 credit hours, Successfully complete 40 credit hours of elective classes, Successfully test and pass the Tennessee County Government Overview Exam, Successfully test and pass a Comprehensive Exit Exam, and successfully complete a 3 day Capstone Event. and,**

**WHEREAS: Jeff was designated a Certified Public Administrator on the 6<sup>th</sup> day of April, 2016 and has completed the requirements of 16 credit hours of re-certification classes each year since 2016 to keep his Certification current and,**

**WHEREAS: He has served on the Budget Committee, Audit Committee, Personnel Committee, Education Committee, Parks Committee, Insurance Committee, Beer Board and the Industrial Committee among others and,**

**WHEREAS: During his time as a County Commissioner for almost 9 years he has only missed one (1) Meeting of the Hawkins County Board of Commissioners due to him having personal business to attend to in Texas and,**

**WHEREAS: He has previous experience as Vice-Chairman having served as Vice-Chairman of the Hawkins County Board of Commissioners for the 2020-2021 year term and has been called upon to preside during the meetings and has also conducted a complete meeting due to the absence of the Chairman.**

**NOW, THEREFORE BE IT RESOLVED, that Jeff Barrett be appointed as Vice Chairman of the Hawkins County Board of Commissioners for the 2021-2022 year term.**

Introduced By Esq. Keith Gibson

Seconded By Esq. \_\_\_\_\_

Date Submitted 10-8-21

Nancy L Davis  
County Clerk

By: \_\_\_\_\_

Chairman \_\_\_\_\_

Mayor \_\_\_\_\_

ACTION: YES NO ABSTAIN

Roll Call \_\_\_\_\_

Voice Vote \_\_\_\_\_

Absent \_\_\_\_\_

**COMMITTEE ACTION**

\_\_\_\_\_

\_\_\_\_\_

MAYOR'S ACTION: Approved \_\_\_\_\_ Veto \_\_\_\_\_



County Technical Assistance Service  
INSTITUTE for PUBLIC SERVICE

Search

Home

Learning

On Saturday, October 9, 2021 from 12:00 AM EDT to 1:30 AM EDT, your portal will be briefly unavailable due to a software update.

Jeff Barrett

Home > Jeff Barrett > Transcript: Jeff Barrett

## Transcript: Jeff Barrett

...

Use the transcript to manage all active and completed training. To view your completed training, click on the "Active" button below and then choose "Completed" from the dropdown menu that appears. The "Completed" view of the transcript also includes access to any applicable training completion certificates.

Search for training



Completed ▾

By Completion Date ▾

All Types ▾

Search Results (72)

### TCCA Regional Meetings 1.5 Recertification Credits (Starts 9/23/2021)

Completed: 9/29/2021 Status: Completed

View Completio...



### Learning, Liking and Leveraging Social Media - 4 credits (Starts 8/11/2021)

Completed: 8/11/2021 Status: Completed

View Completio...



### 2020-2021 Yearly Renewal Fee

Completed: 7/2/2021 Status: Completed

View Completio...



**2020-2021 Recertification Credits Complete**

Completed: 6/25/2021 Status: Completed

[View Completio...](#)**Being Your Own Fierce Self-Advocate - 1 credit**

Completed: 6/25/2021 Status: Completed

[View Completio...](#)**Leadership Foundations: Leadership Styles and Models**

Completed: 6/25/2021 Status: Completed

[View Completio...](#)**Developing Your Professional Image - 1 credit**

Completed: 6/25/2021 Status: Completed

[View Completio...](#)**Business Etiquette: Phone, Email, and Text - 1 credit**

Completed: 6/25/2021 Status: Completed

[View Completio...](#)**Practicing Fairness as a Manager - 1 credit**

Completed: 6/24/2021 Status: Completed

[View Completio...](#)**Delivering Bad News to a Customer - 1 credit**

Completed: 6/24/2021 Status: Completed

[View Completio...](#)**What Is the Property Worth? (2021) - 1 Credit**

Completed: 6/24/2021 Status: Completed

[View Completio...](#)

**Public Sector Hiring- 1 Credit**

Completed: 6/23/2021 Status: Completed

[View Completio...](#)**Fair Labor Standards Act (2021) - 1 credit**

Completed: 6/23/2021 Status: Completed

[View Completio...](#)**Discipline and Dismissal of Public Employees - 1 Credit**

Completed: 6/22/2021 Status: Completed

[View Completio...](#)**Managing Anxiety in the Workplace - 1 credit**

Completed: 6/22/2021 Status: Completed

[View Completio...](#)**Common Meeting Problems - 1 credit**

Completed: 6/18/2021 Status: Completed

[View Completio...](#)**TCCA Training: Redistricting Requirements 01.07.21 (1 Credit Recertification On**

Completed: 6/15/2021 Status: Completed

[View Completio...](#)**County Emergency Services-2 Credit (Elective)**

Completed: 6/12/2021 Status: Completed

[View Completio...](#)**TCSA Recertification Credit 3hr (Starts 3/5/2019)**

Completed: 6/11/2021 Status: Completed

[View Completio...](#)

**Ethics for County Officials (2021)- 1 credit**

Completed: 6/11/2021 Status: Completed

View Completio...	▼
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**County Officials Orientation Program 2018 - 12 hours (Starts 8/22/2018)**

Completed: 6/8/2021 Status: Completed

View Completio...	▼
-------------------	---

**TCCA Regional Meetings - 2 Recertification Credits (Starts 9/27/2018)**

Completed: 1/26/2021 Status: Completed

View Completio...	▼
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**TCCA Regional Meetings - 2 Recertification Credits (Starts 9/26/2019)**

Completed: 5/5/2020 Status: Completed

View Completio...	▼
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**2019-2020 Recertification Hours Complete**

Completed: 4/25/2020 Status: Completed

View Completio...	▼
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**FY 19-20: Rollover Request for 2019-2020- 8 Hours**

Completed: 4/25/2020 Status: Completed

View Training D...	▼
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1	2	3
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Search for training



Completed ▾

By Completion Date ▾

All Types ▾

Search Results (72)

### TCSA Recertification Credit 8hr (Starts 10/31/2019)

Completed: 11/25/2019 Status: Completed

View Completio...



### 2019-2020 Certified Public Administrator Yearly Renewal Fee

Completed: 10/22/2019 Status: Completed

View Completio...



### TCSA Recertification Credit 7hr (Starts 10/25/2018)

Completed: 8/16/2019 Status: Completed

View Completio...



**Elective Credits Complete Renewal - Notify Observer**

Completed: 7/2/2019 Status: Completed

View Completio...	▼
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**County Government Day re-certification 3 hrs (Starts 3/5/2019)**

Completed: 6/26/2019 Status: Completed

View Completio...	▼
-------------------	---

**TCSA Post Legislative Conf Re-Certification Credit-7 Hours (Starts 5/22/2019)**

Completed: 6/26/2019 Status: Completed

View Completio...	▼
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**Surviving Active Shooter Situations - Elective 4 credits (Starts 5/22/2019)**

Completed: 5/22/2019 Status: Completed

Inactive	▼
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**County Officials Certificate Training Program - Yearly Renewal**

Completed: 2/26/2019 Status: Completed

Inactive	▼
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**TCSA Recertification Credit 8hr (Starts 10/25/2018)**

Completed: 1/25/2019 Status: Completed

View Completio...	▼
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**Governors Conference (10/26/17)- 3 Credit Hours**

Completed: 8/17/2018 Status: Completed

View Training D...	▼
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**TCSA Post Legislative Conf Re-Certification Credit-5 Hours (Starts 5/23/2018)**

Completed: 6/25/2018 Status: Completed

View Completio...	▼
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**County Government Day re-certification 2 hrs (Starts 3/13/2018)**

Completed: 6/25/2018 Status: Completed

View Completio...

**Jail Liability Seminar (Starts 10/20/2017)**

Completed: 6/8/2018 Status: Completed

View Completio...

**COCTP Capstone Event (Starts 5/18/2016)**

Completed: 10/27/2016 Status: Completed

View Completio...

**Internal Controls - Core (Starts 1/13/2016)**

Completed: 1/13/2016 Status: Completed

View Completio...

**Managing a Highway Department 2015 (A/elective-1credit)**

Completed: 1/4/2016 Status: Completed

View Completio...

**Workplace Discrimination 2014 (A/Elective-1 credit)**

Completed: 1/3/2016 Status: Completed

View Completio...

**Decision Making: The Fundamentals TEST REQUIRED (B/elective-1credit)**

Completed: 1/3/2016 Status: Completed

Inactive

**Jail Management (A/elective-1credit)**

Completed: 1/2/2016 Status: Completed

View Training D...




**Introduction to County Government 2015 (A/elective-1 credit)**


Completed: 1/2/2016 Status: Completed

[View Completion...](#) **Ethics, Ouster and Liability (A/elective-1 credit)**

Completed: 12/29/2015 Status: Completed

[View Training D...](#) **County Clerks: Powers and Duties (A/elective-1 credit)**


Completed: 12/28/2015 Status: Completed

[View Training D...](#) **Register of Deeds Legal Issues (A/elective-1 credit)**

Completed: 12/26/2015 Status: Completed

[View Training D...](#) **County Commission Meetings: What's It All About? (A/elective-1 credit)**

Completed: 12/26/2015 Status: Completed

[View Training D...](#) **Basic Principles of Economic Development (A/elective-1 credit)**

Completed: 12/26/2015 Status: Completed

[View Training D...](#) 

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Search for training



Completed ▾

By Completion Date ▾

All Types ▾

### Search Results (72)

#### Tennessee Environmental Regulations Course (A/elective-1credit)

Completed: 10/27/2015 Status: Completed

View Training D...



#### County Purchasing - Archive (Starts 10/7/2015)

Completed: 10/15/2015 Status: Completed

View Completio...



#### Sheriff: Civil Process and Liability Course (A/elective-1credit)

Completed: 9/2/2015 Status: Completed

View Training D...



**Courthouse Security - Elective (Starts 8/11/2015)**

Completed: 8/11/2015 Status: Completed

View Completio...	▼
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**Records Management: Legal Issues (A/elective-1 credit)**

Completed: 7/5/2015 Status: Completed

View Training D...	▼
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**County Government Overview 2014**

Completed: 7/5/2015 Status: Completed

View Completio...	▼
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**Hiring and Firing 2014 (A/elective-1 credit)**

Completed: 7/3/2015 Status: Completed

View Training D...	▼
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**Employee Sexual Harassment Awareness (B/elective-1 credit)**

Completed: 7/3/2015 Status: Completed

View Training D...	▼
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**Affordable Care Act (A/Electiive) 4hrs/credits (Starts 6/3/2015)**

Completed: 7/1/2015 Status: Completed

Inactive	▼
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**County Legislative Body in Action (A/elective-1 credit)**

Completed: 6/14/2015 Status: Completed

View Training D...	▼
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**Business Writing: How to Write Clearly and Concisely TEST REQUIRED (B/electi**

Completed: 5/18/2015 Status: Completed

Inactive	▼
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**Understanding Organizational Ethics TEST REQUIRED (B/elective-1 credit)**

Completed: 5/14/2015 Status: Completed

Inactive	▼
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**Tennessee Marriage Laws (A/elective-1 credit)**

Completed: 4/21/2015 Status: Completed

View Training D...	▼
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**Open Meetings Act (A/elective-1 credit)**

Completed: 4/21/2015 Status: Completed

View Training D...	▼
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**Law 101 (A/elective-1 credit)**

Completed: 4/14/2015 Status: Completed

View Training D...	▼
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**Americans with Disabilities Act 2014 old (A/Elective-1 credit)**

Completed: 3/24/2015 Status: Completed

View Training D...	▼
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**County Commissioners: Election and Responsibilities (A/elective-1 credit)**

Completed: 3/23/2015 Status: Completed

View Training D...	▼
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**Economic & Industrial Development Tools (A/Elective) 3 hrs (Starts 3/10/2015)**

Completed: 3/10/2015 Status: Completed

Inactive	▼
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**Tennessee Beer Laws (A/elective-1 credit)**

Completed: 3/1/2015 Status: Completed

View Training D...	▼
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**County Audit Issues - Core (Starts 2/10/2015)**

Completed: 2/10/2015 Status: Completed

View Completio...	▼
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**County Financial Issues - Core (Starts 10/28/2014)**

Completed: 10/28/2014 Status: Completed

View Completio...	▼
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**COOP Conference (Starts 8/27/2014)**

Completed: 10/2/2014 Status: Completed

View Completio...	▼
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**County Audit Issues - Core (Starts 2/10/2015)**

**Completed:** 2/10/2015    **Status:** Completed

View Completio...	▼
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**County Financial Issues - Core (Starts 10/28/2014)**

**Completed:** 10/28/2014    **Status:** Completed

View Completio...	▼
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**Courthouse Security - Elective (Starts 8/11/2015)****Completed:** 8/11/2015 **Status:** Completed

View Completion...	▼
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**Records Management: Legal Issues (A/elective-1 credit)****Completed:** 7/5/2015 **Status:** Completed

View Training D...	▼
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**County Government Overview 2014****Completed:** 7/5/2015 **Status:** Completed

View Completion...	▼
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**Hiring and Firing 2014 (A/elective-1credit)****Completed:** 7/3/2015 **Status:** Completed

View Training D...	▼
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**County Audit Issues - Core (Starts 2/10/2015)**

Completed: 2/10/2015 Status: Completed

View Completion...	▼
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**County Financial Issues - Core (Starts 10/28/2014)**

Completed: 10/28/2014 Status: Completed

View Completion...	▼
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**COOP Conference (Starts 8/27/2014)**

Completed: 10/2/2014 Status: Completed

View Completion...	▼
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