



# Blount County Government

359 Court Street  
Maryville, TN 37804-5906

## Meeting Minutes - Draft

### Human Resources Committee

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Tuesday, July 16, 2024

5:00 PM

Blount County Courthouse, Room 430

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Live stream via <https://zoom.us/join>

Zoom Meeting ID: 871 3283 7740

#### ROLL CALL.

The Human Resources Committee met on Tuesday, July 16, 2024 at 5:00pm in the Blount County Courthouse of Maryville, TN. Chairperson Anderson called the meeting to order. A roll call was taken with the following present. Chairperson Anderson declared that a quorum did exist.

- Present** 10 - Chairperson Jared Anderson, Commissioner Richard Carver, Register of Deeds Phyllis Crisp, Commissioner John Giles, Trustee Scott Graves, Mayor Ed Mitchell, School Representative David Murrell, Commissioner Tom Stinnett, School Representative Courtney Whitehead, and Commissioner David Wells
- Absent** 2 - Sheriff Jim Berrong, and Highway Superintendent Jeff Headrick

#### A. SETTING OF AGENDA.

A motion was made by Commissioner Carver, seconded by Commissioner Giles, to set the agenda as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

**Yes:** 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

**No:** 0

**Absent:** 2 - Berrong, and Headrick

**Abstain:** 0

#### B. PUBLIC INPUT ON ITEMS ON THE AGENDA.

No input from the public was received for this Agenda item.

#### C. APPROVAL OF MINUTES.

##### 1. [HR Committee Meeting Minutes 11/14/2023](#)

**Attachments:** [Human Resources Committee 23-11-14 Meeting Minutes.pdf](#)

A motion was made by Commissioner Carver, seconded by Mayor Mitchell, to approve the November 14, 2023 HR Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

**Yes:** 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

**No:** 0

**Absent:** 2 - Berrong, and Headrick

**Abstain:** 0

#### **D. REPORTS (INFORMATION ONLY).**

1. [Fund 264 - Revenue and Expenditures FY 23-24](#)

**Attachments:** [HR Revenue and Expenditures FY23 24](#)

2. [Employee Summary Report - June 2024](#)

**Attachments:** [Employee Summary Report 6/2024](#)

3. [Blount County Highway Department's Employee Handbook](#)

**Attachments:** [Memo outlining changes to the BCHD Employee Handbook](#)  
[BCHD Employee Handbook](#)

4. [Blount County Sheriff's Office Employee Policy and Procedure Manual](#)

**Attachments:** [Memo Outlining Changes to the BCSO Employee Policy and Procedure Manual](#)  
[BCSO Employee Policy and Procedure Manual](#)

5. [Blount County Public Library Employee Handbook](#)

**Attachments:** [Memo - No changes to the BCPL Employee Handbook](#)  
[BCPL Employee Handbook](#)

#### **E. DISCUSSION AND POSSIBLE ACTION.**

1. [2025 Pharmacy Benefit Manger \(PBM\)](#)

**Attachments:** [A DRAFT RESOLUTION APPROVING AN AGREEMENT WITH CVSCAREMARK FOR THE ADMINISTRATION OF EMPLOYEE PRESCRIPTION BENEFITS.doc](#)  
[CBIZ Presentation - PBM Employers Health CVS Caremark.pdf](#)  
[Prescription Benefit Services Agreement.pdf](#)

A motion was made by Commissioner Wells, seconded by Mayor Mitchell, to approve the Prescription Benefit Services Agreement with CaremarkPCS Health, LLC and Employers Health Purchasing Corporation and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

**Yes:** 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

**No:** 0

**Absent:** 2 - Berrong, and Headrick

**Abstain:** 0

**2. [Medical Premium Rate Structure Effective January 1, 2025](#)**

**Attachments:** [A DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2025.doc](#)  
[CBIZ Presentation - 2025 Medical Rates.pdf](#)

**A motion was made by Commissioner Carver, seconded by Commissioner Giles, to approve the medical premium rate structure for the 2025 plan year and forward the resolution to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:**

**Yes:** 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

**No:** 0

**Absent:** 2 - Berrong, and Headrick

**Abstain:** 0

**3. [Dental Premium Rate Structure Effective January 1, 2025](#)**

**Attachments:** [A DRAFT RESOLUTION TO ADOPT THE DENTAL PREMIUM RATE STRUCTURE FOR BLOUNT COUNTY, TN EFFECTIVE JANUARY 1, 2025](#)  
[CBIZ Presentation - 2025 Dental Rates.pdf](#)

**A motion was made by Commissioner Stinnett, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2025 plan year and forward to the Insurance Committee with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:**

**Yes:** 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

**No:** 0

**Absent:** 2 - Berrong, and Headrick

**Abstain:** 0

4. [Amendment to the Blount County, TN Employee Handbook](#)

**Attachments:** [A DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY, TN EMPLOYEE HANDBOOK](#)  
[Exhibit A - BCG Employee Handbook](#)  
[Memo Outlining Changes to the Blount County Handbook](#)

A motion was made by Commissioner Wells, seconded by Commissioner Carver, to approve the amended Blount County, TN Employee Handbook and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

**Yes:** 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

**No:** 0

**Absent:** 2 - Berrong, and Headrick

**Abstain:** 0

5. [Amendment to the Blount County Compensation Plan](#)

**Attachments:** [A DRAFT RESOLUTION AMENDING THE CLASSIFICATION AND COMPENSATION POLICY FOR BLOUNT COUNTY, TN.doc](#)  
[Exhibit A - Blount County Government Compensation Policy](#)  
[Memo outlining Classification and Compensation Plan Changes](#)

A motion was made by Mayor Mitchell, seconded by Commissioner Carver, to approve the amended Blount County, TN Classification and Compensation Policy and forward to the full Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

**Yes:** 10 - Anderson, Carver, Crisp, Giles, Graves, Mitchell, Murrell, Stinnett, Whitehead, and Wells

**No:** 0

**Absent:** 2 - Berrong, and Headrick

**Abstain:** 0

**F. ANNOUNCEMENTS AND STATEMENTS.**

No announcements or statements were made.

**G. ADJOURNMENT.**

The Chairman declared the meeting adjourned.