



# Blount County Government

359 Court Street  
Maryville, TN 37804-5906

## Meeting Minutes - Final

### Human Resources Committee

*Commissioner Jared Anderson, Chairperson*  
*Commissioner John Giles, Vice Chair*  
*Commissioner Richard Carver*  
*Commissioner Tom Stinnett*  
*Commissioner David Wells*  
*Highway Superintendent Jeff Headrick*  
*Mayor Ed Mitchell*  
*Register of Deeds Phyllis Crisp*  
*Schools Director David Murrell*  
*Schools Rep. Courtney Whitehead*  
*Sheriff James L. Berrong*  
*Trustee Scott Graves*

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Tuesday, July 18, 2023

5:00 PM

Blount County Courthouse, Room 430

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

Zoom Meeting ID: 830 1308 5909

#### ROLL CALL.

The Human Resources Committee met on Tuesday, July 18, 2023 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** 11 - Chairperson Jared Anderson, Commissioner Richard Carver, Register of Deeds Phyllis Crisp, Commissioner John Giles, Trustee Scott Graves, Highway Superintendent Jeff Headrick, Mayor Ed Mitchell, School Representative David Murrell, Commissioner Tom Stinnett, School Representative Courtney Whitehead, and Commissioner David Wells
- Absent** 1 - Sheriff Jim Berrong

#### A. SETTING OF AGENDA.

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

- Yes:** 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells
- No:** 0
- Absent:** 1 - Berrong
- 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. [Human Resources Committee Minutes 6/6/2023](#)

**Attachments:** [Human Resources Committee 23-06-06 Meeting Minutes.pdf](#)

A motion was made by Commissioner Giles, seconded by Commissioner Carver, to approve the June 6, 2023 HR Committee Minutes as published. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

**Yes:** 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

**No:** 0

**Absent:** 1 - Berrong

**Abstain:** 0

**D. REPORTS (INFORMATION ONLY).**1. [Fund 264 - Revenue and Expenditures FY 22-23](#)

**Attachments:** [HR Revenue and Expenditures FY22 23.pdf](#)

2. [Employee Summary Report](#)

**Attachments:** [Aggregate through June 2023.pdf](#)

3. [Supplemental Benefits for Part-Time Employees](#)

**Attachments:** [Part-time Benefits Memo.pdf](#)

4. [Quantum Plan Performance Review](#)

**Attachments:** [Quantum Plan Performance Review Q1 2023](#)

**E. DISCUSSION AND POSSIBLE ACTION.**

**1. [Medical Premium Rate Structure Effective January 1, 2024](#)**

**Attachments:** [DRAFT RESOLUTION TO ADOPT THE MEDICAL PREMIUM RATE STRUCTURE FOR 2024.pdf](#)  
[CBIZ Presentation - Medical Rates.pdf](#)

A motion was made by Commissioner Carver, seconded by Commissioner Stinnett, to approve the medical premium rate structure for the 2024 plan year and forward the resolution to the Insurance Committee with a favorable recommendation. A motion was made by Commission Wells, seconded by Mayor Mitchell, to incorporate the Quantum renewal Option 2 to the resolution. Without objection, option 2 was incorporated into the resolution by unanimous consent. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

**Yes:** 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

**No:** 0

**Absent:** 1 - Berrong

**Abstain:** 0

**2. [Dental Premium Rate Structure Effective January 1, 2024](#)**

**Attachments:** [DRAFT RESOLUTION APPROVING THE DENTAL PREMIUM RATE STRUCTURE EFFECTIVE JANUARY 1, 2024.pdf](#)  
[CBIZ Presentation - Dental Rates.pdf](#)

A motion was made by Highway Superintendent Headrick, seconded by Commissioner Carver, to approve the dental premium rate structure for the 2024 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:** 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

**No:** 0

**Absent:** 1 - Berrong

**Abstain:** 0

**3. [Amendments to the Blount County, TN Employee Handbook](#)**

**Attachments:** [DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY, TN EMPLOYEE HANDBOOK.pdf](#)  
[Exhibit A - BCG Handbook.pdf](#)  
[Summary of Proposed Changes to the Blount County Handbook.pdf](#)

**A motion was made by Commissioner Wells, seconded by Mayor Mitchell, to approve the amended Blount County, TN employee handbook and forward to the Board of Commission with a favorable recommendation. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:**

**Yes:** 11 - Anderson, Carver, Crisp, Giles, Graves, Headrick, Mitchell, Murrell, Stinnett, Whitehead, and Wells

**No:** 0

**Absent:** 1 - Berrong

**Abstain:** 0

**4. [Amendments to the Highway Department's Addendum to the Blount County, TN Handbook](#)**

**Attachments:** [DRAFT RESOLUTION AMENDING THE HIGHWAY DEPARTMENT'S ADDENDUM TO THE BLOUNT COUNTY, TN HANDBOOK.pdf](#)  
[Exhibit A - BC Highway Dept Handbook Addendum.pdf](#)  
[Summary of Proposed Changes to the BCHD Supplemental Handbook.pdf](#)

**A motion was made by Commissioner Stinnett, seconded by Commissioner Carver, to approve amendments to the Highway Department's addendum to the Blount County, TN employee handbook and forward to the Board of 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, Headrick, Mitchell, Murrell, Whitehead, and Wells

**No:** 0

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

**Abstain:** 0

5. [Amendments to the Blount County Sheriff's Office Employee Policy and Procedure Manual](#)

**Attachments:** [DRAFT RESOLUTION AMENDING THE BLOUNT COUNTY SHERIFF'S OFFICE EMPLOYEE POLICY AND PROCEDURE MANUAL.pdf](#)  
[Exhibit A - BCSO HR Manual](#)

[Summary of Proposed Changes to the Blount County Sheriff's Office Employee Handbook.pdf](#)

**A motion was made by Commissioner Wells, seconded by Highway Superintendent Headrick, to approve amendments to the Blount County Sheriff's Office Employee Policy and Procedure Manual and forward to the Board of 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, Headrick, Mitchell, Murrell, Whitehead, and Wells

**No:** 0

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

**Abstain:** 0

## **F. ANNOUNCEMENTS AND STATEMENTS.**

No announcements or statements were made.

## **G. ADJOURNMENT.**

The Chairman declared the meeting adjourned.