



Blount County

359 Court Street
Maryville, TN 37804-5906

Meeting Minutes

Ad Hoc Committee to Study the Requirements of the Office of Open Records Counsel

Thursday, April 27, 2017

3:30 PM Room 430, Blount County Courthouse, Maryville, TN

ROLL CALL

Present 4 - Commissioner Grady Caskey, Committee Member James Hammontree,
Committee Member Jim Hinkle, and Chairperson Jerome Moon
Absent 1 - Commissioner Mike Caylor

A. SETTING OF AGENDA.

A motion was made by Committee Member Hammontree, seconded by
Committee Member Hinkle, to set the agenda. An electronic vote was taken. The
Chairman declared the motion to have passed by the following vote:

Yes: 4 - Commissioner Caskey, Committee Member Hammontree, Committee Member
Hinkle, and Chairperson Moon

No: 0

Absent: 1 - Commissioner Caylor

Abstain: 0

B. APPROVAL OF OF MINUTES.

1. [Minutes of April 10, 2017, meeting of the Ad Hoc Committee to Study the
Requirements of the Office of Open Records Counsel.](#)

Attachments: [Ad Hoc Committee Meeting Minutes Apr-10-2017\(2\).pdf](#)

Chairman Moon asked if there were any objections to the approval of the
minutes. There were no objections. Chairman Moon so ordered the minutes
approved.

C. PUBLIC INPUT ON ITEMS ON AGENDA

There was no public input on items on the agenda.

D. NEW BUSINESS.

1. [Discussion and possible action regarding the Blount County Policy for Open Records.](#)

Attachments: [Model Public Records Policy Completion Checklist.pdf](#)
[20170119PoliciesandGuidelines.pdf](#)
[model policy updates April 10 2017.pdf](#)

The Committee reviewed the updates in the proposed Model Public Records policy. The following revisions in the proposed policy were approved:
Page 2. Fifth Paragraph - The County Legislative Body should state which entities are not covered by the policy. Chairman Moon informed the committee the Industrial Development Board and the Smoky Mountain Tourism Development Authority had adopted separate public records policies and without objection, those entities would be added to the list of the entities not covered by the policy. There were no objections. So ordered by the Chairman.
Page 11. Section VI, D.1. - If amounts higher than the OORC Schedule of Reasonable Charges will be charged, then attach documentation for such costs. A motion was made by Committee Member Hinkle, seconded by Commissioner Caskey, to strike \$0.15 and change to \$0.50 per page for letter and legal size black and white copies. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Commissioner Caskey, Committee Member Hammontree, Committee Member Hinkle, and Chairperson Moon

No: 0

Absent: 1 - Commissioner Caylor

Abstain: 0

The Committee continued with review of the updates in the proposed Model Public Records policy. The following additional revisions to the proposed policy were approved:

Page 4. Section II.D. Chairman Moon requested unanimous consent to strike the words "or by phone" in the second sentence. There were no objections. So ordered by the Chairman.

Page 8. Section III B.3. Delete the language relative to the OORC Public Records Request Response Form if the form will not be used for denials. Chairman Moon stated with no objections the OORC Public Records Request Response Form would be used. There were no objections. So ordered by the Chairman.

Page 8. Section III, C.1. - Delete bracketed language relative to state agencies also being able to consult with the Office of the Attorney General. A motion was made by Committee Member Hinkle, seconded by Commissioner Caskey, to strike the last sentence in Section III, C.1. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Commissioner Caskey, Committee Member Hammontree, Committee Member Hinkle, and Chairperson Moon

No: 0

Absent: 1 - Commissioner Caylor

Abstain: 0

The Committee continued with review of the updates in the proposed Model Public Records policy. The following additional revisions to the proposed policy

were approved:

Page 10. Section VI. A. Bracketed language provides for circumstances under which fees shall be charged or not charged. Chairman Moon stated without objection we would strike the last sentence of Section VI. A. There were no objections. So ordered by the Chairman.

Page 10. Section VI. 6.B. Bracketed language provides for the description of any itemized cost estimate form to be used. Chairman Moon stated without objection we would not strike the sentence in Section VI. B. There were no objections. So ordered by the Chairman.

Page 10. Section VI. C. A motion was made by Committee Member Hinkle, seconded by Commissioner Caskey, to strike the first sentence of Section VI.C. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Commissioner Caskey, Committee Member Hammontree, Committee Member Hinkle, and Chairperson Moon

No: 0

Absent: 1 - Commissioner Caylor

Abstain: 0

The Committee continued with review of the updates in the proposed Model Public Records policy. The following additional revision to the proposed policy was approved:

Page 10. Section VI. C. A motion was made by Committee Member Hinkle, seconded by Commissioner Caskey, to give the County Mayor the authority to waive fees in the best interest of Blount County and for the public good. Chairman Moon clarified the bracketed wording would not be included as part of the policy. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Commissioner Caskey, Committee Member Hammontree, Committee Member Hinkle, and Chairperson Moon

No: 0

Absent: 1 - Commissioner Caylor

Abstain: 0

The Committee continued with review of the updates in the proposed Model Public Records policy. The following additional revision to the proposed policy was approved:

Page 7. Section G. A motion was made by Committee Member Hammontree, seconded by Commissioner Caskey, to recommend that payment would be required in advance for costs for anything that is estimated to go over or exceed \$25.00. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Commissioner Caskey, Committee Member Hammontree, Committee Member Hinkle, and Chairperson Moon

No: 0

Absent: 1 - Commissioner Caylor

Abstain: 0

The Committee continued with review of the updates in the proposed Model Public Records policy. Chairman Moon clarified concerning I.1., the word "hours" should say "requests". The following additional revisions to the proposed policy were approved:

Page 7. I.2.a. State whether frequent and multiple requests will be aggregated.

Chairman Moon stated without objection to insert for Blount County Government. There were no objections. So ordered by the Chairman.

Page 7. I.2.b. A motion was made by Commissioner Caskey, seconded by Committee Member Hammontree, to strike the last sentence in I.2.b, which included everything after the word "concert" in the first sentence. An electronic vote was taken. The Chairman declared the motion to have passed by the following vote:

Yes: 4 - Commissioner Caskey, Committee Member Hammontree, Committee Member Hinkle, and Chairperson Moon

No: 0

Absent: 1 - Commissioner Caylor

Abstain: 0

The Committee continued with review of the updates in the proposed Model Public Records policy. The following additional revision to the proposed policy was approved:

Page 7. I.2.c. State whether frequent and multiple requests will be aggregated.

Chairman Moon stated without objection to strike I.2.c. There were no objections. So ordered by the Chairman.

Chairman Moon stated the proposed policy with the revisions would be reviewed by the County Attorney and then forwarded to the full Commission.

E. ADJOURNMENT.

Chairman Moon declared the meeting adjourned. The Ad Hoc Committee to Study the Requirements of the Office of Open Records Counsel adjourned Thursday, April 27, 2017, 4:20 p.m.