



## HAMILTON COUNTY COMMISSION AGENDA PREPARATION SESSION JANUARY 31, 2018

### COMMITTEE ASSIGNMENTS

Chairman Fairbanks indicated the upcoming agenda items would be considered as follows:

- The Trustee's Monthly and Excess Fee Reports for December 2017 would be submitted for the record.
- A Report of Investment Activity for the quarter ending December 31, 2017 was submitted for the record.
- The Juvenile Court Clerk's reports for September, October, November and December 2017 would be submitted for the record.
- Resolution No. 218-1 was the usual County Clerk item regarding notaries, etc. This required no committee assignment.
- Resolution Nos. 218-2 through 218-8 were heard by a Committee of the Whole.

1:04

### COMMITTEE OF THE WHOLE – RESOLUTION NO. 218-2

Sam Mairs, Juvenile Court Administrator, spoke regarding this item, which amends the contract with Galen Medical Group to incorporate the provision of medical, care management, and medication management services for the Hamilton County Juvenile Detention Center. He stated this contract will expand the medical, care management, and medication management services by providing a medical doctor two hours per day/three days a week as well as an on-site Licensed Practical Nurse (LPN) for eight hours per day/seven days a week. He reported the expansion of these services will not require any additional budget allocation.

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2:00

Juvenile Court Judge Robert D. Philyaw voiced his appreciation for the assistance received on this project and stated the Juvenile Detention Center is operating well and having a 24/7 nurse would add a much needed service for the kids. He noted many children leave the detention center in better health due to the care they were provided. They are also educated on outside resources for continued care.

3:10

In response to Commissioner Graham's question, Mr. Mairs confirmed the nurse will administer all medications. Commissioner Graham expressed support for this item and thanked those involved.

Commissioner Boyd also expressed support of this Resolution and conveyed his appreciation. In addition, he applauded and thanked those operating the Juvenile Detention Center as a whole.

4:58

**COMMITTEE OF THE WHOLE – RESOLUTION NO. 218-3**

5:31

County Trustee Bill Hullander spoke regarding this item, which accepts the proposal of Archon Information Systems, LLC (DBA CivicSource) to provide tax sale online auction services for Hamilton County beginning July 1, 2017 through June 30, 2018 with the option for up to three additional one year renewals. Trustee Hullander stated they work with Clerk and Master relative to the auctioning and sale of delinquent

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tax properties. He reported they typically have about 300 properties that are sold for just the property tax owed and overages are returned to the owner. He also explained an online auction would bring in a lot more buyers. He reported after sending out numerous RFP invitations for qualified vendors to provide internet-based services for auctioning, they received 4 responses and CivicSource came in with the best bid. He mentioned they charge \$25 per parcel sold, regardless of the sale price, with no charge for parcels not sold. Trustee Hullander also reported Hamilton County will be one of the first in the state of Tennessee to participate in this online auction process.

7:30

In response to Chairman Fairbanks questions, Trustee Hullander clarified all bidding will be done online beginning about a week before the sale date, but the day of the auction buyers can still come to the Commission Room where there will be computers set-up and tech support offered to assist with bidding electronically.

He added this is a 4 year process and the delinquent properties from 2014 are those coming up for sale. He anticipates approximately 300 parcels will be left from the existing 991. Trustee Hullander stated property owners have until April 1<sup>st</sup> to pay the 2014 taxes due. After April 1<sup>st</sup> they will have to pay taxes for 2014 through 2016 to remove their properties from the tax sale.

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9:22                In response to Commissioner Martin's question, Trustee Hullander confirmed although the auctioning is all online, there will not be any savings on the approximately \$20,000 spent on legal notice publications as they are still required by state statute. He clarified the legal notice fee is added to the tax bill and is not a charge to the county. He stated they will also utilize the media for additional exposure of the sale.

11:25                In response to Commissioner Smedley's question, Trustee Hullander reported CivicSource will not charge an upfront premium for their service, just the flat fee of \$25 per parcel regardless of the sale price. He mentioned the vendor may have given this lower rate in hopes of future consideration to add other services. Purchasing Director Gail Roppo added there is an option to extend the contract and, in the future, the County anticipates outsourcing more of the tax sale process.

12:50

13:57                In response to Commissioner Graham's question, Ms. Roppo confirmed many more potential buyers will have access to the auction and other online County services have been successful. Trustee Hullander attested the vendor will also collect on the sales and forward the funds to the County within 3 days.

15:30                In response to Commissioner Graham's question, Trustee Hullander confirmed the owners will still have the one-year right to redeem properties after they are sold.

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16:50

**COMMITTEE OF THE WHOLE – RESOLUTION NO. 218-4**

Director of Administration for the Sheriff's Department Don Gorman spoke regarding this item, which approves the purchase of an annual maintenance contract for Mobile Law Workstation software and FBR Workstation Software from TriTech Software Systems for the Sheriff's Office. The contract is for a one period beginning August 7, 2017 and ending August 6, 2018 and amounts to \$40,121.53. He stated this annual contract has been with TriTech for the last 15 to 16 years and they are the sole source for purchase of software licenses. He also reported the delay to allocate funds was due to a delay in receiving the invoice.

There were no questions from Commissioners.

18:15

**COMMITTEE OF THE WHOLE – RESOLUTION NO. 218-5**

Director of Human Resources Alicia Poe spoke regarding this item, which revises the Hamilton County Government Employee Handbook to include a policy for Investigatory Suspension. She reported the current policy allows for an employee to continue receiving pay while suspended pending an investigation of any wrong doing. This revision will include a policy for suspending an employee without pay during an investigation of a situation or of behaviors in violation of the Hamilton County Employee

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Handbook. She clarified during this unpaid suspension period an employee is required to use any available personal paid time off (PTO) and once the PTO is exhausted the remainder of the suspension will be unpaid. She added if after the investigation the employee is absolved they will be compensated for the unpaid suspension, personal paid leave will be restored, and the employee shall be made whole.

18:56

In response to Chairman Fairbanks' question, Ms. Poe confirmed the changes in the policy are unpaid suspension and the use of PTO.

19:09

In response to Commissioner Martin's question, Ms. Poe explained this policy revision is not for cost savings but meant more as a deterrent and she compared suspension with pay to vacation time.

20:06

**COMMITTEE OF THE WHOLE – RESOLUTION NO. 218-6**

Gail Roppo stated she was speaking on behalf of the Mayor's finance staff who were absent with Mayor Coppinger due to the involvement of bond rating auditing with one of the rating agencies.

Purchasing Director Gail Roppo spoke regarding this item, which would approve the selection of Bond Counsel and Financial Advisor in connection with the proposed

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issuance by the County of its general obligation bonds. She explained this would authorize the Mayor to sign engagement letter agreements with PFM Financial Advisors LLC as financial advisor to the County as well as Kutak Rock LLP as bond counsel under 1 year contracts with the option to renew for 4 additional 1 year terms. She reported the fees are in proportion with the bond issuance at \$85,000 for Kutak Rock LLP as bond counsel plus reimbursable expenses and \$125,000 for PFM Financial Advisors LLC as financial advisor with reimbursable expenses. She stated the County has worked with PFM since 1999 and has been with the same attorney for 40 years.

22:33

In response to Chairman Fairbanks' question, Ms. Roppo advised the long standing relationship has allowed the County to keep fees down for these services which include any ongoing issues provided they are not too big.

24:10

In response to Commissioner Boyd's question, Ms. Roppo stated the County has always worked with these particular professional advisors. County Attorney Rheubin

26:01

Taylor clarified informal comparisons has proven other advisors have not been able to compete with the lower rates resulting from the County's long term relationships.

26:55

In response to Chairman Fairbanks, Mr. Taylor confirmed rates are always being monitored to maintain fair pricing.

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27:55 Commissioner Graham explained although exploring other options can be beneficial, these are the advisors that have been instrumental in getting the County higher ratings over the years and suggested the recipe for success is not always evident and perhaps should not be altered.

29:43 **COMMITTEE OF THE WHOLE – RESOLUTION NO. 218-7**

County Attorney Rheubin Taylor spoke regarding this item, which approves the mediated settlement of a dispute between Hamilton County, Tennessee, and Vernon Howard, as surviving husband of Kelly Howard, deceased, for medical benefits provided through the Hamilton County medical self-insurance plan. He reported the mediated settlement amount is fair and asked for the support of the Commission.

There were no questions from Commissioners.

30:30 **COMMITTEE OF THE WHOLE – RESOLUTION NO. 218-8**

This ratifies the purchase of gasoline and diesel fuel for the period of December 1, 2017, through December 31, 2017.

Chairman Fairbanks stated this will be addressed in next week's meeting.

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**ANNOUNCEMENTS**

31:00 Commissioner Mackey spoke about the benefits of the tax increase and reported eight more Hamilton County schools have received Volkswagen eLabs.

**DELEGATIONS**

Chairman Fairbanks asked for delegations on matters other than zoning. There were none.

Being no further business, Chairman Fairbanks declared the meeting adjourned. The next regularly scheduled meeting will be Wednesday, February 7<sup>th</sup> at 9:30 AM.

Respectfully submitted:



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William F. (Bill) Knowles, County Clerk

Approved:

02-21-18  
Date

W.F.K.  
Clerk's Initials